

Position Description

Position Title:	Coating Line Supervisor	
Reports to:	Manufacturing Manager	
Direct Reports:	Coating Line Operators (3-5)	
Full/Part time:	Permanent Full Time Position	
Location:	Ohinewai	
Key Relationships:	<ul style="list-style-type: none">▪ Abodo Whanau specifically Sales, ops and production teams	<ul style="list-style-type: none">▪ Key suppliers▪ Key customers

Main Purpose (Summary)

The Coating Supervisor is responsible for leading daily operations across all timber coating lines at Abodo's Ohinewai site. This role ensures that production runs safely, efficiently, and to the required quality and schedule. The role is also responsible for enforcing safety and 5S standards, and supports continuous improvement of the coating process. The role requires strong leadership, hands-on problem solving, and coordination with planning, despatch, and quality teams to deliver excellent outcomes for customers.

What you will do (Key accountabilities and tasks)

On a day-to-day basis, the role will:

Daily Leadership & Workflow Management

- Supervise day-to-day operation of all coating machines, ensuring timely job starts and shift transitions.
- Allocate and adjust tasks across operators to maintain flow and minimise downtime.
- Escalate equipment, staffing, or material issues to the Manufacturing Manager promptly.
- Conduct daily pre-shift briefings and end-of-day summaries.

Safety & Compliance

- Enforce all Health and Safety policies, including PPE, manual handling, and safe chemical use.
- Monitor and maintain coating area housekeeping and compliance with 5S standards.
- Conduct safety walks, report hazards, and participate in incident investigations.
- Ensure coating machines have appropriate guarding and operators follow SOPs.

Quality & Process Control

- Ensure all coated products meet surface finish, colour match, and durability standards.
- Work with QA to respond to coating defects or complaints and implement corrective actions.
- Monitor product curing, handling, and packaging to prevent contamination or damage.
- Maintain up-to-date job sheets and records of coating parameters and settings.

People Development & Performance

- Support and coach Coating Machine Operators in daily performance and technical troubleshooting.
- Identify skill gaps and support on-the-job training and cross-training.
- Provide input into performance reviews, development plans, and shift planning.
- Promote a positive and engaged team culture.

Production Coordination & Systems

- Collaborate with the Scheduler and Warehouse team to align coating with upstream machining and downstream despatch.
- Ensure coating runs are prepared in advance, with materials, tools, and labour ready to go
- Record production outputs, delays, and wastage accurately in the ERP or log sheets





What you will bring – (Technical and role related experience)

- 2-3 years of supervisory experience in a warehouse or production area
- Strategic mindset
- Strong attention to detail
- Strong people management skills
- Forklift license ideal but not essential Strong organizational and problem-solving skills
- Completion of NCEA L3 or equivalent

What is important to us - (Our Values)

Our Values are about why and how we do things and how they form the foundation of our culture.

Take Pride

We don't take chances. We will ensure we are a reliable supplier of carefully crafted products and services

Solve Problems

We provide solutions to our customers' problems and our own internal problems with a spirit of innovation.

Propel Change

Our impact is to make a difference. We go beyond sustainability in the way we work. We leave things better than where we found them

Champion People

Our solid bond helps to create a Better Tomorrow for everyone. Be there for your team, show up and own your role. Be bold, share your voice.

The duties contained in this Position Description may be modified and updated by the Employer from time-to-time following agreement with the Employee. This above information is intended to describe the general nature and level of work being performed and therefore does not imply that the duties/skills listed are the only duties/skills to be performed by the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

PD Created:		PD Last updated:	
Manager: (Signature)		Position Holder: (Signature)	
Updated by:			