Plant Maintenance Engineer

**DUTIES & RESPONSIBILITIES:**
The Employee agrees that during the employment period, he shall devote the agreed upon business time to the business affairs of the Company and shall perform his duties faithfully and efficiently.

Reporting to the Managing Director the Employee shall perform the responsibilities which are set out below:-

- Manage the staff, processes and activities for maintaining all plant machinery, equipment and other physical assets to ensure safe, continual and efficient operation.
- Select and implement the maintenance strategy and activities necessary to improve or maintain efficient operations. Such as,
  - Assessing the current production processes and equipment used and providing a report on findings making recommendations where necessary.
  - Manage the mechanical performance of plant and equipment.
  - Working closely with outside contractors when necessary and provide them with all necessary support.
  - Establishing and directing the implementation of approved maintenance procedures.
  - Developing, guiding and following-up the implementation of work safety procedures and practices within the plant as it pertains to the general maintenance of the plant and in accordance with Industry Standards.
  - Implementing established policies and procedures for purchasing or requisitioning of material/spare parts from stores. Offering adjustments where necessary.
  - Maintaining appropriate records of maintenance activities.
  - Implementing training programs for the Maintenance Department employees.
- Ensuring that periodic predictive, preventive and corrective maintenance of all plant, equipment, machinery, facilities and other physical assets are appropriately scheduled and accomplished and that emergency troubleshooting and maintenance support are readily available as needed.
  - Improve the reliability of plant and equipment
  - Maintain communications and relations as are necessary to report on the status of matters requiring action and to ensure that corrective action is planned and undertaken.
- Responsible for oversight of plant electrical resources to maintain the facility and to support productions efforts, as needed.
  - Seek to troubleshoot and solve electrical and electronic problems that arise
  - Assess the electronic and electrical state of the plant and equipment.
- Oversees maintenance goal setting, activity scheduling, work performance and performance management to ensure measurable goals, proper workload distribution, goal satisfaction and effective staff performance management.
  - Monitors and continually improves maintenance processes and maintenance personnel performance to achieve enhanced levels of efficiency.
- Perform other duties as assigned by the Management.

These duties and responsibilities may be amended from time to time at the sole discretion of the Employer subject to notification of same being provided to the Employee in writing.

**HOURS OF WORK:**

a) The employee will be required to work to suit the business operations and may be required to work beyond these hours when the need arises.

b) This position is overtime exempt.

c) This position does not fall under the Collective Bargaining Agreement.

**EXPECTATIONS:**

- Influence positive outcomes by creating enthusiasm and generating interest through professional experience and communication, both internally among colleagues and externally in the field.
- Perform to the best of your ability, the duties assigned to you according to the company’s standards.
- Adhere to the rules and regulations of the Company as per our Employee Handbook and as communicated otherwise from time-to-time.
- Refrain from divulging any confidential information of the company.
- Be well groomed, ensuring your appearance is neat and tidy.
- Perform other duties as assigned by the Managing Director.