



100% MADE OF NEW ZEALAND

Maintenance Fitter

Position Description

Our Vision: To become the world's most successful and sustainable grass-fed red meat company

Division: Operations

Reports to: Maintenance Supervisor

Role purpose:

The **Maintenance Fitter** will be trade qualified responsible for providing an engineering service, maintenance and support in a food production environment ensuring assigned tasks are performed safely, efficiently and effectively.

Responsibilities include:

- Leadership
- Health and Safety
- Engineering Services
- Information Systems
- Reporting

Key relationships

External:

Supplies and customers

Internal:

Site Manager, Processing Managers and other Supervisors
Engineering staff
Plant and Group Engineering Managers
Site support staff (Technical, Engineering and H & S)
Dunedin / Christchurch / Hastings production, marketing and support staff

Key responsibilities

Leadership

- Actively participate as member of the team
- Contribute to the further development of team culture and goals
- Research and resolve issues as required
- As the subject matter expert, take a lead role within your area of responsibility to achieve the desired outputs

Health and Safety

- Take personal responsibility for your own health and safety and the health and safety of others in your workplace.
- Encourage a safety and health culture through your personal participation in company health and safety initiatives, including hazard identification, training, reporting accidents and near misses, injury prevention, health assessment and rehabilitation processes, and Job Safety Analysis (JSA)
- Follow all company and legislative health and safety policies, practices and procedures. Promote best practice initiatives in the work place, particularly in relation to injury prevention, assessment and rehabilitation.
- Keep people safe by hazard identification and assessment.

- All equipment assigned for routine maintenance or breakdown maintenance is isolated and in a safe state while conducting maintenance.
- All safety guards and safety devices are operating according to specifications through consultation with the health and safety reps or your manager to ensure all practicable steps are taken to minimise the risk of injury.
- All hazards reported (including unsafe work practices or inappropriate or incorrect use of equipment) to a departmental manager and your manager. Remove, isolate or minimise any hazard identified.
- Ensure familiarisation with lock out procedures for all equipment
- Ensure hot work permit obtained prior to any welding or “hot” work.
- Ensure awareness of any hazards and adherence to Lock out procedures i.e. Hot work, High work (harnesses required), Confined spaces, Electric’s, hydraulics and pneumatics, Machinery (moving equipment), Cutting, drilling, chipping, hammering, grinding etc.

Engineering Services

- Undertake engineering repairs and maintenance to plant equipment
- Assist with planned maintenance to minimise plant equipment failure
- Assist with the installation of any new plant equipment
- Maintenance of Pneumatic and Hydraulic systems, mechanical drive and conveyer systems, and plant and related equipment

Information Systems

- Assist with the development, implementation and review of policy, guidelines and procedures as required.
- Assess and recommend on-going improvements to procedures and systems.

Reporting

Ensure the compliance of company reporting standards, by:

- Providing accurate and timely reporting as required (financial; progress; projects, etc.)
- Proposing strategies with clear indications of costs and benefits and reporting on the achievement of these.

Competencies and professional expertise

- Commercial acumen
 - Demonstrates excellent written, oral and interpersonal communication skills
 - Keen attention to detail
 - Accurate and energetic approach to business success
 - Broad-based experience or a sound knowledge of plant mechanical and engineering practices and policies with a particular emphasis on maintenance operations, plant reliability and health and safety requirements.
 - An applicable Trade qualification.
 - A demonstrated knowledge of the legal and legislative compliance conditions and issues associated with plant engineering practices.
 - Computer literacy - proficiency in the use of Microsoft (Word, Excel), Access Database systems.
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Core expectations

Customer focus - Proven ability to take ownership of issues

Adding value – Contribute to cross-functional projects and strategic initiatives

Values and Strategy – Live the Silver Fern Farms values and strive to achieve our strategic goals

Other duties – Complete all reasonably requested tasks in a competent and timely manner

Health, Safety and Wellness

- Lead by example, taking a proactive approach to ensuring work is completed in accordance with health, safety, wellness and injury management policies, standards and legislation
 - Ensure accountability and positive recognition for health and safety behaviours occurs
 - Follow all reasonable instructions, do not by action or inaction put yourself or others in harm's way
 - Ensure your own fitness for work and carry out duties safely including reporting hazards, near misses and incidents for yourself, your staff or that you observe immediately
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