



100% MADE OF NEW ZEALAND

Maintenance Planner

Position Description

Our Purpose Creating Goodness from the Farms the World Needs

Division: Operations

Reports to: Engineering Manager

Role purpose:

The **Maintenance Planner** is responsible for developing and maintaining a planned maintenance system in conjunction with Engineering Manager and Maintenance Supervisors for the site aimed at reducing processing equipment failures and assisting in the administration of engineering projects while ensuring legislative and company policy and procedures are adhered to. The role is also to provide supervision support for production engineering supervisor and service engineer as required.

Responsibilities include:

- Leadership
 - Health and Safety
 - Engineering Services
 - Engineering Project Administration
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Key relationships

External:

Contractors
Sub-contractors
Suppliers

Internal:

Site Manager, Processing Manager, Production Manager and other Leaders
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
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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 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 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.
- Adequate Hazard assessments and SOP's are in place for high risk tasks.
- Register contractors on Whos on Location and run site inductions for contractors

Engineering Services

- Management of Trades and Contractor Staff to complete work to meet ORA, H&S, Protection and regulatory requirements.
- Assist with installation and maintenance of plant and equipment when required.
- Planning and Allocation of work to trade staff through the site work request system.
- Establish, maintain and improve the Maintenance Planning and Scheduling business flow process.
- Scope the full extent of maintenance work needed to conduct the relevant repair / preventive / predictive / design-out activities on the organization's plant and equipment
- Write applicable maintenance procedures that promote defect-free maintenance work quality
- Responsible for up-keep and accuracy of equipment maintenance history and job records database
- Responsible for up-keep and accuracy of technical information on processes, plant and equipment
- Convert the organization's asset management and maintenance strategy into workplace activities
- Able and competent in root cause failure analysis leadership and investigations
- Apply good stores management practices and parts management to ensure parts and equipment retain full reliability while stored
- Schedule maintenance work into production plan
- Ensure key performance indicators are captured and reported for equipment reliability, maintenance department performance and planning and scheduling business flow process
- Continually improving planning, scheduling, purchasing, stores, data management and job reporting systems to increase planning effectiveness and efficiency
- Collaborate with maintenance supervision to schedule manpower and resources for the most effective production and maintenance outcomes

Influence

- As the subject matter expert, take a lead role within your area of responsibility to achieve the desired outputs. Able to explain their position and justify it respectfully to persons from all organisational levels

Engineering Projects Administration

- Participate in various projects as assigned within scope.
- Assist with projects to ensure the successful introduction of change and improvement.
- Complete assigned projects within timeframes and costs.



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 and sound knowledge of engineering practices and policies with a particular emphasis on project management and CMMS
- Hold engineering or electrical tertiary qualification or trade qualified.
- A demonstrated knowledge of the legal and legislative compliance conditions and issues.
- Computer literacy - proficiency in the use of Microsoft Word, Excel, Access, AutoCad, CMMS and MS Projects.

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

- Follow all reasonable instructions, do not by action or inaction put yourself or others in harm's way
- Follow all company and legislative health, safety and wellness policies, standards, and procedures including wearing PPE and using safety devices as required
- Ensure your own fitness for work and carry out duties safely including reporting hazards, near misses and incidents immediately

