



Powrmatic Ltd

Maintenance Engineer Job Description

(Job Code and Level: TBA)

The Vision:

For Powrmatic to be a world class manufacturer, something we can all be proud of, and something that will enable us to maximise our potential for growth and to provide security for years to come.

The Mission:

To design, develop, and deliver quality HVAC solutions on time (every time), to manufacture products in the most efficient and cost effective way, by concentrating on consistently doing the right things and doing them well, enabling us to maximise shareholder value and stimulate growth.

Definition:

Responsible for ensuring that the facilities and machinery used to produce new and existing products and goods run to their maximum efficiency and output. This includes total preventative maintenance, managing breakdowns of mechanical, electrical and automated equipment. Reporting to the Maintenance Cell Manager.

Overall Purpose of the Role:

Responsible for overseeing the adherence and timely completion of maintenance tickets. Increase the site operational effectiveness, failure and downtime reduction. Implement improvement plans, ensuring that Health, Safety and Environmental requirements are adhered to. Manage the team on technical best practice. Implement and manage continuous improvement and modern manufacturing principals by highlighting deficiencies and recommending changes in training, working practices and processes.

Key Responsibilities:

Strategy and Development

- Contribute to the creation and implementation of best practice maintenance vision, strategy, policies, processes and procedures to aid and improve operational performance.
- Contribute to new business initiatives and projects and review and communicate the impact on Maintenance activities.

General and Task Management

- Adhere to daily and weekly checks to ensure smooth operation of site.
- Schedule both internal and external work(s) maximising planned down time and reducing unplanned downtime.
- Ensure routine maintenance of a variety of electro-mechanical, hydraulic and pneumatic systems are undertaken ensuring all insurance compliance regulations are met.
- Ensure that designated buildings, plant and facilities are fit for purpose and to provide proactive support/solutions when required.
- Undertake continuous training and development.
- Perform root cause analysis and resolve problems.
- Identify business improvement opportunities within the organisation.
- Provide technical expertise to the team.
- Identify and deploy the technical skill sets, resource levels and systems to deliver projects, including the engagement of external resources as required.
- Stay current and up to date on any changes that may affect the supply and demand of needed products and materials and advise others of any impact.
- Conduct risk assessments of processes and tasks in the department.
- Manage contractors on site to ensure they meet legal and company requirements.
- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors.

People Management

- Report on achievement of targets and identify any actions required.
- Review, implement and update company records e.g. training matrices, performance reviews and risk assessments in accordance with Maintenance Cell Manager
- Communicate KPIs from the strategic annual plan so that each employee is aware

Relationship Management

- Develop and maintain strong relationships with internal and external stakeholders to ensure optimal performance.
- Work collaboratively, negotiate and engage with key stakeholders to facilitate delivery and compliance with the maintenance strategy.
- Communicate with stakeholders the impact of market change and potential effects on engineering design and development. Recommend solutions without compromising quality or service while optimising cost.

- Liaise and communicate with other departments, customers, suppliers and other service providers.
- Ensure an effective interface with other departmental staff is maintained.

Self Management

- Support, comply and ensure complicity with Health & Safety regulations, the Company Handbook, Quality and Environmental standards, and all other Company policies and procedures.
 - Support encourage and develop team and take ownership for team cohesion.
 - Proactively contribute to creating a good team atmosphere.
 - Embraces personal challenge.
 - Confident, rounded thinking.
 - Is self aware.
 - Is resilient, optimistic and open to change.
 - A self-starter, motivated and able to positively motivate others.
 - Focused and target driven with a positive, can-do attitude.
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Skills and Attributes:

- Excellent interpersonal skills.
 - Excellent written, verbal and presentation skills.
 - Excellent organisational and follow-up skills.
 - Competent in problem solving, team building, planning and decision making.
 - Commercially aware.
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Qualifications and Experience Levels:

- Extensive plant level experience with significant proven man management experience.
 - Completed a fully indentured apprenticeship with a mechanical/ electrical/ electronic discipline.
 - Technical capability and understanding.
 - Understanding of manufacturing and procurement/supply chain.
 - Strong proficiency in Microsoft Office.
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