



Site Maintenance Manager Job Description

Job Title: Site Maintenance Manager

Site Reporting Line: Site Manager (primary)

Location: Kepak McIntosh Donald, Portlethen

Functional Reporting Line: Group Maintenance Manager & Group Engineering Manager

Job Purpose: Lead the site Maintenance function in providing both a reactive and proactive, multi-skilled maintenance service on all operational equipment and facilities infrastructure. Responsible for planned scheduling creation and overseeing the adherence and timely completion of work carried out. Increase the site operational effectiveness, improve on project delivery, mean time between failure and downtime reduction, and manage and implement improvement plans, driving Key Performance Indicators (KPI's) ensuring that Health, Safety and Environmental requirements are adhered to. Manage the team on technical best practice and establish standard policies and procedures whilst also mentoring and leading the department. Implement and manage continuous improvement and modern manufacturing principals by highlighting deficiencies and recommending changes in training, working practices and processes.

Key Responsibilities

- Drive the performance of the maintenance function on-site as measured by core metrics of safety, performance & people management
- Contribute to the creation and implementation of best practice site maintenance vision, strategy, policies, processes and procedures to aid and improve operational performance
- Contribute to new site business initiatives and projects and review and communicate the impact on Maintenance activities
- Implementation of KMD Maintenance System to best practice standard, including 24/7 cover management
- Implementation of KMD Maintenance guiding principle which is that "equipment is always maintained to manufacturers delivered quality"
- Effectively delegate any maintenance issues to be resolved on each shift and small projects to the right skills in the team, planning and managing effective works
- Develop a Planned Preventative Maintenance (PPM) schedule, ensure full preventative maintenance is carried out, plan in missed maintenance activities, and lead the team to deliver effectively
- Audit and ensure compliance of the engineering data systems
- Schedule both internal and external work(s) maximising planned down time and reducing unplanned downtime
- Manage the team to ensure machine availability, reactively managing dysfunctional machinery with the Shift management
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- Optimise equipment according to standard procedure, enhancing performance and product quality, ensuring the achievement of all Key Performance Indicators (KPIs)
- Ensure routine calibration and maintenance requirements of a variety of electro-mechanical, hydraulic and pneumatic systems are undertaken
- Ensure that designated buildings, plant and facilities are fit for purpose and to provide proactive support/solutions when required
- Maintain department budget, develop clear accountability for maintenance material spend combined with a strategy to manage expenditure
- Manage systems and equipment data storage and maintain high levels of standards and accuracy
- Manage the process of the introduction of new machinery, plant and equipment from drawing up the specification, to managing suppliers through to full installation in collaboration with all relevant parties
- Manage the process of disposal of obsolete machinery, plant and equipment from gaining agreement to write off to physically removing it and its safe and lawful disposal
- Leadership and continual development of Maintenance team in conjunction with Site Manager and HR, including recruitment and succession planning skills development
- Liaise with Production teams to ensure factory lay out and maintenance practices meet 5S standards to protect machinery from damage

- Effective utilisation of resources in the team to deliver a combined improvement in results (for example breakdowns and production down time)
- Oversee and liaise with contractors on site, adhering to relevant site safety and quality requirements
- Liaise with Group Project Function on capital projects and ensure Maintenance requirements are tabled
- Maintain three year rolling capital plan in conjunction with Group Projects Function
- Implement Continuous Improvement process in Maintenance function
- Provide weekly and monthly reporting as required, being an active member of site Senior Management Team
- 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
- Conduct Permit to Work processes
- 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
- Work as part of the site Senior Management team to share ideas and improve operation, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimise results and improve quality of delivery, in line with quality standards requirements delivery in line with Company and Customer requirements
- Any other duties as required by management and within the competency of the post holder

Skills/ Experience

- Suitable Mechanical and/or Electrical Qualification essential
- Level 7 Qualification in Engineering or equivalent desirable
- Leadership, management and development of a cross functional team experience essential
- Exceptional interpersonal and people management skills
- Adequate knowledge in Primary Meat Industry and Consumer Foods Equipment and services preferred
- Commercial ability and awareness
- CMMS interrogation essential
- Ability to interpret blueprints, specifications and schematics
- Lean Blackbelt preferred
- HACCP training desirable
- Competent in problem solving, team building, planning and decision making
- Experience working in meat/food production environment preferred
- Comprehensive knowledge of mechanical, electrical, PLC control, refrigeration and PTW systems desirable
- Strong diagnostic/root cause analysis skills essential
- Proactive and “can-do” attitude essential
- Sound understanding of integrity and compliance to relevant legislation and company processes/procedures
- Commitment to good practice
- Fluent English, communicates well in written and oral form with multi-nationals on all levels
- Ability to work in production driven environment, multitask and work under own initiative to deliver to deadlines
- Relationship builder with strong influencing skills
- Strong IT skills in maintenance systems and Office packages (particularly Outlook, Word, SharePoint, Excel)
- Membership of an appropriate professional body such as the Institute of Manufacturing desirable

**Employee
Name:**

Signature:

Date: