

**JOB DESCRIPTION**

**Position:** **ENGINEERING MANAGER**

**Report to:** **OPERATIONS DIRECTOR**

**Hours of work:** Shifts between 6am and 10pm from Monday to Friday

 Shift between 6am and 12pm on Saturday if required.

**Job purpose:**

Hands on role while developing and managing the engineering department with the objective of minimal equipment downtime.

**Responsibilities:**

Overall management of engineering department

* Leading the engineering team
* Setting and managing progress of the KPI’s for the engineers
* Co-ordinate tasks and schedule priorities within the team
* Ensure effective utilisation of the engineering team
* Manage all admin related tasks
* Assist with machine operator training
* Provision of weekly/monthly management reports

Planned Preventative Maintenance (PPM)

* Manage PPM according to maintenance schedule
* Attention to detail during the maintenance.
* Schedule identified repair work in a timely manner.

Equipment management and repairs

* Prioritise repairs
* Repairs to be completed within a timely period
* Minimise temporary repairs and completed in confirmed period.
* Managing/monitoring of the Equipment Repair document
* Ensure that equipment is correctly re-issued back to production
* Control all parts, spares and strategic inventory of spares.
* Ongoing measurement of equipment effectiveness.

Project Management - Engineering

* Task allocation
* Agree timelines
* Monitor, manage and support activities within the project
* Comprehensive sign-off

New Equipment

* Source the equipment and inspect/approve before purchasing
* Ensure that the acquisition is compliant with HACCP and food safety & legal requirements
* Training plan for production and hygiene activities
* Include in the maintenance plan

Health & Safety

* Ensure that all activities are performed to the required H & S standards
* H & S is not compromised during any maintenance or repair work.
* Responsible for the safety of any engineering related contractors on-site

Cost Management - Engineering

* Controlled purchasing of spares, parts and tools
* Managing the agreed budget
* Managing and evaluating all engineering related contractors.

Buildings & Site

* To work with Facilities Manager and Technical Manager in managing the standard of all buildings and external areas.
* Responsible for the safety of electrical safety on the site, including PAT testing.

Key qualities and skills:

* Trained / experience in both mechanical and electrical engineering with emphasis on electrical knowledge.
* Have strong leadership and managerial abilities.
* Be able to work confidently under own initiative as well as effectively manage and lead a team.
* Must be computer literate.
* Training in engineering, thus demonstrating knowledge in maintenance of equipment.
* Have an understanding of overall Health and Safety requirements.
* Able to work to tight time lines and under stress.
* English is the language of operations on site

Name:

Sign:

Date: