



Position Description

ENGINEERING MANAGER – KAITUNA SAWMILL

Department:	Engineering Team Kaituna Sawmill
Reports to:	General Manager Kaituna Sawmill
Direct reports:	Engineering team – 4-5 engineers and 1 apprentice
Key Relationships:	Engineering Reliability and Risk Mitigation Manager, Kaituna Lead Team, Site Team Leaders, external contractors

OUR VALUES:

INTEGRITY, RESPECT, TEAMWORK, BALANCE, COMMUNITY

PURPOSE OF POSITION:

This Engineering Manager is a key leadership role at Kaituna Sawmill. Providing day to day leadership to the engineers, participating in the site Leadership team and providing the long term strategy for preventative maintenance and plant upgrades. The position leads and plans all maintenance and engineering work across the entire site.

Accountable for:

- maintenance engineering and process reliability support at Kaituna Sawmill,
- safety of all maintenance employees and sub-contractors on site and the provision of maintenance solutions to support operational safety,
- the reliability of production machinery and materials handling equipment
- the control of a significant engineering / Maintenance budget and the prioritising of spend.

Through excellence in engineering and maintenance management achieve and maintain mill operational availability above +95% at an affordable level of maintenance spend. Ensure that maintenance planning and proactive maintenance is carried out to excellent standards. Maintain and enhance reactive maintenance through robust upset conditions management plans. Maintaining and building strong working relationships with engineering and electrical sub-contract suppliers.

The intent of this job description is to provide a summary of the major duties and responsibilities performed by staff in this position. Staff members may be requested to perform job related tasks other than those specified.

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Key Performance Areas:

DUTIES AND RESPONSIBILITIES	EXPECTED OUTCOMES
Maintenance / Engineering Team Management	<ul style="list-style-type: none"> • Team have clear expectations, development plans and are provided with clear feedback and coaching • High standards are maintained throughout the workplace. Any problems are dealt with in the appropriate manner • Promote teamwork between production and maintenance staff
Process Reliability and Value Optimisation	<ul style="list-style-type: none"> • Continuous Improvement particularly machine reliability and operating performance • Manage and improve machine reliability in a factory environment • Create a long term strategy around the preventative and predictive maintenance • Assist in identifying the root cause and planning of permanent resolutions
Planned & unplanned maintenance	<ul style="list-style-type: none"> • Prevention of downtime and continuity risk through excellent preventative/predictive Maintenance practices • Implement appropriate procedures and processes to maximise uptime • Ensure that robust response capability is in place to resolve unscheduled maintenance (breakdowns) • Ensure that all upset conditions are considered and that breakdown response practices are always carried out safely despite pressure to get the failed machine running again
Sub-Contractor Management and Working Relationship	<ul style="list-style-type: none"> • Management of all contractors onsite, including setting clear project/task objectives, induction, compliance and health and safety to ensure long lasting and trusted relationships are developed • Contractor recommendation and selection process based on performance delivery , safety record and going the extra mile when required • Ensure contractors comply with all permits to work and with Nelson Forests safety policies and procedures
Workshop	<ul style="list-style-type: none"> • Ensure that the workshop has the systems and processes in place to function efficiently • Ensure that jobs are entered into MEX, allocated and completed • Ensure that the 'right' critical spares are retained on site, recorded and expensed
Environmental	<ul style="list-style-type: none"> • Support all environment initiatives and lead any solutions that require engineering input • Ensure all maintenance responsibilities that ensure the business is compliant with legislative and resource management requirements are carried out (consents)

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Financial	<ul style="list-style-type: none"> • Manage a considerable maintenance budget and to foresee and communicate future budget events • To make sure that solutions to reliability problems are cost effective solutions for the whole site not just maintenance personnel • Responsible for supporting allocated capital and non-capital projects • Support successful implementation of capital and non-capital projects from conception to commissioning
Lean Manufacturing	<ul style="list-style-type: none"> • Lead the engineering team in the principles of Lean Manufacturing and on the Lean journey • Actively promote constant improvement through the Kaizen process
Safety for all staff	<ul style="list-style-type: none"> • Personal engagement and compliance with the Company's safety policies and procedures and relevant regulations and Codes of Practice. • Have the courage to intervene when you or others are at risk. Stop work if it is unsafe to continue • Participate by cooperating, consulting and communicating health and safety matters to your manager or H&S representative. • Report any potential risks, incidents or injuries to appropriate management. • Ensure your actions or the actions of others will not cause harm to others

QUALIFICATIONS AND EXPERIENCE:

This section sets out the previous experience, technical abilities, and professional qualifications required to perform the role.

ESSENTIAL	GOOD TO HAVE
<ul style="list-style-type: none"> • Strong leader of people, coach, motivator and ability to develop the team • Mechanical skills • Project management –familiar with all aspects and stages of project management, such as budgeting, cost estimating, scheduling, and team assembly • Problem-solving – continually assessing worksites and project progression, addressing any issue that arises • Communication & diplomacy – strong verbal and written communication skills to work with engineers team, across site and with a variety of contractors. • Organizational skills – to maintain schedules and budgets and track the progress of multiple project • Full drivers licence • Knowledge of maintenance programmes (MEX system used at Kaituna) 	<ul style="list-style-type: none"> • Strong knowledge of the lockout processes, follow lock out processes at all times • Bachelor's degree in engineering is desirable

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KEY BEHAVIOURS:

This section outlines the key competencies and personal behaviours expected within the role. Personal characteristics e.g. positive attitude, committed to quality.

OUR VALUES & EXPECTATIONS BEHAVIOURS	
Integrity	<ul style="list-style-type: none"> • Knowing and doing what is right, even when it is hard • Is seen as a direct, truthful individual • Remain dedicated and self-controlled, even when challenged. • Is resilient by admitting and learning from mistakes, and seizes the opportunity to improve. • Ensure confidentiality at all times
Respect	<ul style="list-style-type: none"> • Treat others the way you wish to be treated • Support everyone's worth and dignity, regardless of background, abilities or beliefs • Is considerate of others
Teamwork	<ul style="list-style-type: none"> • Communicates openly and honestly • Freely contribute and support to reach the team's goals • Accept that your actions impact everyone around you.
Balance	<ul style="list-style-type: none"> • Maintains a conscious balance between work and personal life so that one doesn't dominate the other • Make considered and balanced decisions
Community	<ul style="list-style-type: none"> • We are a socially responsible business with strong values • Engage with our broader community • We make decisions that mutually benefit our customers/suppliers and ourselves

Incumbent

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