

POSITION TITLE	Packaging Maintenance Fitter	
DEPARTMENT	Packaging Department	
REPORTS TO	Packaging Engineer	
ROLES REPORTING DIRECT		
KEY RELATIONSHIPS	Packaging Maintenance Department (PMD), Packaging, Finished Wine Cellar	
PRIMARY OBJECTIVES		
<ul style="list-style-type: none"> • Ensure that all planned and preventative maintenance tasks assigned are completed on time and correctly to the required standard • Assist in maintaining the effective operation of the Packaging Lines, Finished Wine Cellar and Packaging Maintenance Department (PMD) • Maintaining and improving safety standards in the Packaging, Finished Wine Cellar and Packaging Maintenance Department • Assisting in providing an environment that promotes communication and team building • Supporting Packaging lines and Finished Wine Cellar departments engineering needs to assure compliance HACCP, TESCO, BRC and any other accreditation requirements • Efficient and accurate processing of all orders through MFG • Help produce and implement SWI's, JIB's, and any other documentation as required • Able to do all core functions efficiently and without supervision. • Availability for regular rostered shift work • Assisting in maintaining the coverage of shift work due to any foreseen and unforeseen circumstances 		
MAJOR RESPONSIBILITIES		
KEY RESULT AREAS	SPECIFIC ACTIVITIES	MEASURES
QHSE	<ul style="list-style-type: none"> • Ensure compliance with all QHSE and Company Policies and Procedures • To encourage and if appropriate to enforce safe work practice, and report problems to the Packaging Engineering Manager. • Integrate QHS&E into workplace practices • Comply to all BRC, HACCP and TESCO requirements • To ensure all Maintenance Staff are wearing appropriate Personal Protective Equipment (PPE) at all times. • Notify Packaging Engineering Manager of all injuries, near misses and safety concerns. 	<p>Accident, nears miss and safety concerns are documented and unsafe practices are remove from the work place.</p> <p>Any trends in accidents are to report to the Packaging management team (PMT).</p>

	<ul style="list-style-type: none"> • Ensure all chemicals on the packaging lines or used in the maintenance process are stored in appropriate labelled container, and are of food grade standards. • Provide support for the documentation of risk assessment to meet Work cover’s requirements for every process and machine in the packaging area. • Participate in the rehabilitation process for all injured worker 	<p>All chemicals used on the packagings line are to be appropriately labelled container, from labels provide by the chem watch system.</p> <p>Compliance with company policies and procedures.</p>
<p>Packaging Maintenance Program</p>	<ul style="list-style-type: none"> • Ensure all preventative maintenance is up to date and appropriate paperwork has been filled in and filed • Be involved in scheduled maintenance downtime events to ensure they happen effectively and in time • Maintenance requests are received for all jobs, are filled in once the job is complete and filed. These also include jobs that have to be done immediately • Help cover all shift work and leave events (planned and unplanned) • Monitor the operational/mechanical efficiency of all the packaging lines. Any issues are to be reported/fixed • Maintenance requests are completed in a timely manner 	<p>Ensure machinery is maintained in a proper and timely manner.</p> <p>Ensure routine maintenance is conducted efficiently and effectively.</p> <p>Effective management of time during scheduled maintenance periods.</p> <p>Job are checked against maintenance requests Coverage of maintenance staff for all production days.</p> <p>Downtime reports will be analysed and discussed at the Maintenance Meetings.</p> <p>All jobs have a maintenance request that is completed and filed correctly. These include breakdowns.</p> <p>Maintenance requests are completed in a timely manner, appropriate for the job.</p>

<p>Participate in process improvement programs in the maintenance area using lean visual tools, JI, JM etc.</p>	<ul style="list-style-type: none"> Participate in process improvements on the all packaging lines and with the delivery of maintenance activities with the assistance of the PMT 	<p>Identify and aid in the implementation process via identifying of equipment or equipment repair or modification.</p> <p>All maintenance activity to have documented SWI's and Risk assessments in the Risk management system.</p>
<p>Assure compliance to HAACP, Tesco and BRC standards</p>	<ul style="list-style-type: none"> Ensure all relevant paperwork is keep up to date. Only approved chemicals and lubricants are to be used in the maintenance area Any materials not approved by the relevant standards are not to be kept in the maintenance workshop All toolboxes are to be kept neat and tidy Ensure that trial materials or non genuine mechanical parts undergo documented evaluation before use in packaging line machinery 	<p>Maintenance requests, preventative maintenance and any other relevant documentation needs to be kept accurate and up to date.</p> <p>Tools and spares on toolboxes must be in an orderly and clean state.</p> <p>No excess materials are to be kept on toolboxes or trolleys.</p> <p>All materials used by packaging maintenance are to be of a food standard, if risk assessment indicates that this is required.</p>
<p>Maintenance budgets</p>	<ul style="list-style-type: none"> Help develop and up date capital budgets for the Packaging Maintenance area 	<p>Budgets are reviewed monthly/yearly to check accuracy.</p>
<p>Assist in general packaging administration</p>	<ul style="list-style-type: none"> All orders are processed through MFG and are done efficiently and accurately Handle any general enquires Meet and greet suppliers Attend meetings as required 	<p>Support is provide to packaging maintenance</p>
<p>Training</p>	<ul style="list-style-type: none"> Availability and willingness to attend internal and external training courses as per Company or Departmental requirements 	<p>Attendance at required training</p>

SELECTION CRITERIA

Essential Criteria

- Physically fit and able to perform the required duties
- Commitment to both your fellow team mates and management
- Work as part of a team
- Flexibility with work hours
- Ability to work in a professional manner at all times
- Ability to work under minimal supervision
- Ability to communicate with all levels of management
- Knowledge of general computer programs/applications
- Reliable and punctual
- First Aid certificate
- Current Drivers Licence
- Understanding of work place rehabilitation process

Desirable Criteria

- Previous production experience
- Enthusiastic and highly motivated
- Winery or food processing experience

Employee Name: _____

Employee Signature: _____

Manager/supervisor Name: _____

Manager/supervisor Signature: _____