

Position Description

Position: Maintenance Engineer

Location: Timaru

Reports to: Site Manager

Position objectives: Provide Engineering leadership and technical support to ensure the mechanical and functional operation of the Timaru site, plant, equipment and machinery by carrying out preventative, planned and unplanned maintenance, fault diagnosis and break down/time critical repairs.

Ensure plant, equipment, utilities, infrastructure, and engineering systems are safe, reliable, compliant, efficient, and fit for purpose.

Working closely with Production, Maintenance, Quality, Health & Safety, and other support functions, identify and eliminate equipment and process-related risks, improve plant reliability and performance, and support the delivery of production and business objectives. Manage installation and commissioning of new equipment.

From a Maintenance perspective, ensure the site meets regulatory requirements, food safety standards, environmental obligations, and company engineering standards.

Provide advice to Management on new technologies and ways of enhancing mechanical performance.

Key Responsibilities:

Maintenance Management	In consultation with the GM of National Production and Timaru Site Manager: • Design maintenance strategies, procedures and methods. • Liaise with suppliers and coordinate/manage engineering/mechanical staff and contractors. • Carry out routine scheduled maintenance and preventative maintenance in conjunction with operational requirements and activities. • Prompt reactive maintenance in times of breakdown of plant and equipment faults and failures. • Diagnose breakdown problems and put measures in place to prevent the same issue/s recurring. • Fit new parts and make sure equipment is working correctly. • Manage the installation and commissioning of new equipment. • Complete welding work as required. • Carry out quality inspections on jobs and equipment. • Arrange specialist procurement of fixtures, fittings or components. • Control maintenance tools, stores and equipment. • Deal with emergencies, unplanned problems and repairs. • Create maintenance strategies to help with improvements, installation and commissioning guidelines. • Work with Production teams to identify and resolve engineering constraints affecting throughput, quality, yield, and efficiency. • Identify opportunities to reduce downtime, energy consumption, water usage, waste, and operating costs. • Support process optimisation and automation initiatives. • Ensure there is continuous cover of the machinery and equipment in case of breakdowns. • Interacting as part of a maintenance and operational team. • Assist with site organisation e.g. forklift work • Completion of records, purchase orders and other paperwork as required.
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	• Work in different environments to complete maintenance or operational work as required e.g. at height, in confined spaces, with scissor lift • Keep a clean, safe working environment. • Support management by providing advice on ways to enhance the ongoing performance of the plant and other operations on site, including advice on new technologies.
Contractors	• In consultation with the GM of National Production, Site Manager and Maintenance Engineers, arrange necessary work with approved contractors. • Monitor contractor performance and quality. • Ensure contractors are adhering to safe systems of work. • Continue to build strong relationships with suppliers, contractors and consultants.
Utilities and Site Services	Provide engineering oversight and support for critical site services, which may include: • Refrigeration systems. • Boilers and steam systems. • Hot water systems. • Compressed air. • Water supply and treatment systems. • Wastewater and effluent systems. • Electrical distribution and power systems. • HVAC and ventilation. • Process water and CIP systems. • Effluent and environmental control systems. • Fire protection and associated engineering systems. • Buildings, structures, and site infrastructure. • Ensure critical utilities are reliable, appropriately maintained, and capable of meeting production and compliance requirements.
Projects	• Involvement in projects from concept through to commissioning and handover. • Prepare engineering scopes, specifications, budgets, and project plans. • Evaluate equipment suppliers, contractors, and technical proposals. • Manage contractors and engineering consultants as required. • Ensure projects are delivered safely, within budget, on time, and to the required technical and food safety standards. • Conduct appropriate commissioning, testing, validation, and handover activities. • Ensure new and modified equipment is incorporated into maintenance systems and documentation. • Complete post-project reviews to identify lessons learned and opportunities for improvement.
Financial Management	• Monitor costs and control maintenance costs to ensure value and budgets are adhered to. • Make business decisions that are financially responsible, accountable, justifiable and defensible in accordance with organisation policies and procedures.
Reporting	• Regular reporting to management on maintenance and operational issues, solutions and accomplishments. • Actively take part in site meetings. Provide accurate, timely and useful information and reports to aid decision making. • Prepare periodic reports as necessary or requested, to track strategic accomplishment.

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Health and Safety	• Be aware of and follow all Freshpork Health and Safety policies, procedures, rules, regulations equipment and environmental requirements, ensuring you keep yourself and others safe at work (including contractors). • Ensure activities comply with company health and safety requirements and relevant New Zealand legislation. • Ensure plant and equipment modifications incorporate appropriate safeguarding and risk controls. • Actively contribute to hazard identification and risk management and follow up any changes or improvements needed in a timely manner. • Adopt safe work practices and encourage others to do the same. • Report work related injuries, incidents and near misses promptly and accurately. • Participate in safe and early return to work programs. • Follow quality service standards and comply with procedures, rules and regulations.
Food Safety and Quality	• Ensure engineering activities support the site's food safety and quality objectives. • Consider hygienic design principles when specifying, modifying, or installing equipment. • Ensure equipment and engineering modifications do not introduce food safety, product contamination, or foreign material risks. • Work with Quality and Technical teams to address engineering-related non-conformances. • Support compliance with applicable New Zealand food processing requirements and customer standards. • Ensure equipment is maintained in a condition suitable for hygienic food production. • Participate in internal, customer, and regulatory audits where required.
Regulatory and Compliance	Ensure engineering activities comply with applicable New Zealand requirements, standards, and codes, including those relevant to: • Health and safety at work. • Pressure equipment and hazardous plant. • Electrical safety. • Refrigeration and associated systems. • Building and site infrastructure. • Environmental and wastewater requirements. • Resource consent conditions where applicable. • Machinery safety. • Food processing and hygienic design. • Maintain appropriate inspection, certification, and compliance records for regulated plant and equipment.
Qualifications and Experience	• Previous experience in a similar role is desirable. • Degree or NZCE qualification or Trade certificate in mechanical trade. • Advanced knowledge of mechanical, electrical, plumbing and heating systems e.g. water supply, pressure pumps, pneumatics for compressors and valves • Highly capable welder (various welding applications) • Ability to use and fix various machines and practical skills • Knowledge of health, safety and food safety in a manufacturing environment. • Experience managing engineering projects and contractors. • Licenses – full, clean driver's license, forklift license. • 10 years' experience in a maintenance environment

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	• Experience in a meat operations plant (advantageous)
Personal Attributes	• Organised and results driven with the ability to prioritise work with a safety focus • Practical and solutions-oriented • Strong analytical and problem-solving capability. • Ability to work autonomously, take initiative and responsibility. • Create, design and implement solutions. • Work under pressure as plant can't be shut down for long. • Able to follow and execute instructions as well as give clear instructions. • Team player • Attention to detail • Accurate, patient, careful, responsible, reliable, quick and alert. • Integrity and honesty • Open communication and sharing of information • Disciplined and flexible • Comfortable working hands on approach in a production environment

Functional relationships	Internal relationships: • SLT • Site Manager, Production Manager and Supervisors • Engineering team • HSFS Co-ordinator and Compliance Advisor • All Timaru staff • All other staff at FPNZ Externally relationships: • Suppliers • Contractors • Consultants • Service, inspection and certification providers • Customers • Industry and regulatory organisations
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Acknowledgement

I acknowledge that I have read and understood this Position Description. I understand that the duties and responsibilities outlined are representative of the role and may be reviewed, updated or reasonably varied over time to reflect the changing needs of the business.

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<i>Employee Signature</i>	<i>Manager Signature</i>
_____	_____
<i>Employee Name</i>	<i>Manager Name</i>
_____	_____
<i>Date</i>	<i>Date</i>