

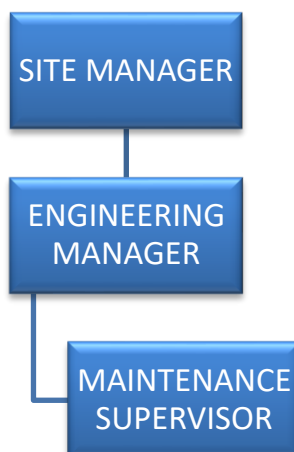


JOB DESCRIPTION

MAINTENANCE SUPERVISOR

Employee Name and Surname:		Reporting to:	
Employee Title:	Maintenance Supervisor	Title of the above person:	Engineering Manager
Branch:	Blenheim	Branch:	Blenheim
Level:		Date:	July 2025
Grading Level:			

1. LOCATION OF POSITION IN ORGANOGRAM



2. INCUMBENT ORGANOGRAM

IMMEDIATE SUBORINATES
Job Title(s):
All Maintenance/Engineering Staff

3. PURPOSE OF THE POSITION

Oversee the engineering team as they maintain all engineering systems and equipment on site. The Supervisor must be able to clearly communicate work requirements and prioritise work accordingly. Be a skilled hands-on engineer. They will have extensive experience in the engineering trade. They must be able to perform emergency repairs on their own, as well as take charge of troubleshooting their team's work.

4. SOP/SWP REFERENCE/Permitted Work

- LOTO
- Working at Heights
- Permit Receiver



- Permit Issuer
- Chemical Handling and Storage
- Chemical Fogging
- Emergency Evac Procedure
- ERP
- Equipment Isolation
- Fire Warden Training
- Forklift Operation
- TMP
- Manual Handling and Lifting

5. ACCOUNTABILITIES

- Ensure that critical spares are available and stock levels maintained by purchasing the required inventory and equipment within the approved framework.
- Work under the direction/guidance of functional/site manager o effectively and consistently implement relevant H&S processes that will help meet and achieve annual H&S targets/goals.
- Designing and implementing work schedules for the engineering team.
- Providing motivation and assistance when necessary.
- Inspecting and assessing the work done by the engineering team.
- Reading and interpreting design schematics to ensure the proper installation of machinery and equipment.
- Troubleshooting major system failures and equipment malfunctions.
- Repairing and maintaining machinery and equipment.
- Accurately maintain al documentation and records, both written and electronic.
- Ensure company documented procedures and business rules are adhered to.
- Take ownership of quality systems, food safety and R&M program.
- Compliance with AS/NZS Standards and regulations.
- Apply sound RCA and fault-finding techniques to improves plant reliability.
- Ensure work is completed on schedule and to agreed specifications.
- Maintain a safe and clean work area.
- Consult with contractors, trades and other workers on-site.

6. CRITICAL SUCCESS FACTORS (CSF)

6.1. Bearing in mind the purpose and functions of the position, the following are the Critical Success Factors (CSFs):

- a. Value System
- b. Communication
- c. Command and Control
- d. Direction
- e. Processes

6.2. The main instructions which guide/authorise the realisation of the process outputs are listed under the reference block of this document.

6.3. The following tools/aids are essential to execute the CSFs:

- a. Templates
- b. Mobile phone
- c. Laptop



- d. PPE
- e. IAuditor
- f. Assura
- g. Specific task equipment (knife, machinery)

7. GENERAL DUTIES

- This Position Description does not prevent the company from making reasonable requests to an employee to carry out work not covered herein.
- You may be required to undertake specific assignments stemming from having expert knowledge and/or experience in a specific field.

Group Health and Safety Roles and Responsibilities:

- All team members will understand and engage with the Company Health and Safety H&S Strategy, Plan and HSMS
- Be aware of and comply with the legislative requirements as defined in the HSWA 2015.
- Help establish, observe, and comply with safe work practices and equipment.
- Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required.
- Accurately report and record any events, including those relating to visitors or contractors in a timely manner in Assura.
- Use and care for safety equipment and work clothing correctly.
- Challenge unsafe behaviour by any workers in the workplace.
- Behave in a manner that does not endanger their health and safety, or the Health and Safety of others.
- Halt work immediately if it would expose you (or anyone else) to a serious risk.

8. REQUIREMENTS

Minimum Requirements include:

Requirements	Desirable	Essential
Level 1-3 (School Leaver Year 9 (Form 3) must be 16 yrs old)/ College Yr 11 – 13 (Form 5 – 7))		
Level 4 (Trades recently qualified (0 – 2 yrs experience)/Technical Qualification)		
Level 5 (Trade plus Technical Experience (2 – 5 yrs)/Vocational Training)		
Level 6 (Trade plus Technical Experience (6 – 10 + yrs)/ Diploma/ Certificate)		X
Level 7 (Graduate Diploma/Certificate/ Degree)		



Level 8 (Post Graduate Diploma/Certificate /Hons Degree)		
Driver's License (Class 1 & 2/LPSL Endorsement).		X
Moving Machinery (Forklift, Combi lift, Turret Truck (VNA),		X
Specialised Vehicle/Equipment (Waste truck, Class 3 -5)		
Advanced Computer skills		X
Excellent Communication Skills		X

Soft skills and other skills:

Proficient in English (Written and Verbal)		X
Ability to work under pressure		X
Self-Motivated		X
Time Management Skills		X
Attention to detail		X
Excellent Presentation skills		X
Accurate and Precise		X
Good Team Player		X
Adaptability		X
Listening skills		X
Confident and professional image		X
Interpersonal skills		X
People Management		X
Conflict Management		X
Customer focused		X
Assertiveness		X
Knowledge of food Industry		X

Special Conditions attached to the Position:

Condition	Desirable	Essential
Exposure to chemicals		X
Exposure to extreme weather		X
Exposure to continuous wet conditions		X
PPE (ability to wear all prescriptive PPE for duration of shift)		X

Physical Requirements of the position (if applicable):

<ul style="list-style-type: none"> Ability to be able to do strenuous repetitive activities for long periods Bending and balancing
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• Good eye/hand/foot coordination
• Ability to stand for the duration of the shift
• Walking
• Good eyesight
• Controlled medical conditions need to be validated with medical reports
• Ability to work in wet and odorous environments

9. SUCCESSION PATH



Note: This pathway is subject to your experience/skills, your commitment/drive, training opportunities and company needs.

10. DEVELOPMENT PLAN

The below development summary is a snapshot of the possible growth opportunities. However partaking in this development plan is subject to training opportunities, commitment and performance.

FUNCTIONAL TRAINING

- a. Workplace Assessor
- b. Supervisor Training
- c. About Life Workshops

11. AMENDMENTS TO THE JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alternations to this job description, as he/she may deem **reasonable**, after **due consultation** with the position holder.

12. PERFORMANCE, WORKPLAN AGREEMENT

The performance/work plan agreement of the incumbent, which contains specific target dates, should be read as an extension to this job and it will be deemed **acceptable** after **due consultation** with the position holder.

SIGNATORIES

I _____ hereby confirm that I have read the detailed description thoroughly, and that I know what is expected from me at all times. Furthermore I acknowledge that should anything about my job description or requirements be unclear it is my responsibility to bring this under the attention of my immediate supervisor/ manager (verbally and in writing).

I understand that my performance will be measured against these duties and responsibilities.



Name and Surname

Signature

Date

Manager Name and Surname

Signature

Date