

<b>Position:</b>	Maintenance Co-ordinator – Primary Processing
<b>Department:</b>	Maintenance
<b>Reports To:</b>	Maintenance Manager
<b>Areas of responsibility</b>	Workshop and all plant, equipment and ancillary equipment for Sawmill, Stacker, Kilns and Boilers, Yard and KDS
<b>Reporting to this Position:</b>	The maintenance staff allocated to this area
<b>Financial Authority:</b>	As per agreed budgets
<b>Based at:</b>	Hudson Rd, New Plymouth

**Purpose:**

To deliver reliable and efficient plant performance through effective management of a structured, cohesive and well organised work team.

<p><b>Relationship Management:</b> To build effective working relationships with all stakeholders</p>	
<p><b>Key Accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate ability to interact and co-operate with all company employees</li> <li>2. Build trust, value others, communicate effectively, drive execution, foster innovation, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity.</li> <li>3. Maintain professional internal and external relationships that meet company core values</li> <li>4. Proactively establish and maintain effective working team relationships with all support departments.</li> </ol>	<p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>• Stakeholder complaints</li> <li>• Peer review</li> </ul>
<p><b>People Management:</b> To lead, motivate and maintain productivity of the department</p>	
<p><b>Key Accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. Co-ordinate staff activities to ensure work is prioritised by need and man hours are optimised at all times</li> <li>2. Ensure staff are adequately trained and competent in their operational position.</li> <li>3. Develop and enhance a culture and environment which encourages personal growth, teamwork and co-operation and results in low absenteeism and no accidents.</li> <li>4. Keep all personnel records maintained and up to date.</li> <li>5. Manage and submit accurate weekly time cards for the team</li> <li>6. Provide constructive formal and informal performance feedback for all staff individually at regular intervals and carry out monthly appraisals for new staff within their trial period</li> <li>7. Identify and activate development opportunities for staff</li> <li>8. Inspire others and act as a role model for leading changes and/or implementing new initiatives.</li> <li>9. Actively participate in the performance management of your team</li> <li>10. Demonstrate a commitment to high standards of performance and behaviour through communication and actions</li> <li>11. Organise and run regular toolbox meetings to facilitate communication on key company performance indicators, including health &amp; safety, quality and any company memorandums.</li> <li>12. Ensure all the team understand and comply to Company policies and procedures and address any shortcomings consistently</li> </ol>	<p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>• Auditing of employment records</li> <li>• Training records</li> <li>• Peer review</li> <li>• Performance review</li> <li>• Staff turnover</li> <li>• Complaints received</li> </ul>
<p><b>Standard Work:</b> The following tasks represent typical work requirements that need to be organised into daily/weekly/monthly standard work</p>	
<p><b>Key Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• Ensure each staff member has a prioritised work plan ahead of them at all times</li> <li>• Ensure all Works Orders are completed within expected timeframes</li> <li>• Ensure the staff are productive</li> <li>• Ensure the quality of work is up to expected standard</li> <li>• Address re-work effectively</li> <li>• Hold regular meetings with department heads to give/receive feedback</li> <li>• Monitor production operations in regards to equipment performance.</li> <li>• Conduct trouble-shooting when necessary and carry out RCFA where appropriate</li> <li>• Ensure all work is organised within compliance to standards, procedures and/or OEM guidelines and industry best practice,</li> <li>• Ensure general housekeeping standards are maintained including tools, facilities and equipment</li> </ul>	<p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>• Critical spares inventory management,</li> <li>• Root cause failure analysis,</li> <li>• Set goals / targets for continue improvements.</li> <li>• Improved machinery uptime,</li> <li>• Use Workmate CMMS as effective management tool.</li> </ul>

<ul style="list-style-type: none"> <li>• Ensure spares are managed appropriately</li> <li>• Maintain and document equipment specifications and history, parts / materials on Workmate</li> <li>• Ensure expenditure is managed within agreed plans and budgets</li> <li>• Work with the Maintenance Systems Coordinator to write clear and concise work procedures</li> <li>• Deputize in the absence of the Reman Maintenance Coordinator absence</li> </ul>	
<p><b>CMMS: Computer Maintenance Management System (Workmate)</b> Work with the Maintenance Systems Co-ordinator to ensure we are getting best value out of Workmate</p>	
<p><b>Key Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• Raise and/or screen incoming work orders, identify scope, and analyse required level of planning,</li> <li>• Coordinate priorities placing specific emphasis on obtaining the input of the operations personnel</li> <li>• Estimate required work hours onto work order tasks, total work order duration, and skills required to perform the task,</li> <li>• Plan jobs with appropriate level of detail for the given skilled trades workforce including and specific Quality/Safety/Compliance requirement for jobs</li> <li>• Plan all significant work through Workmate including shut down planning with costs, timeframes etc. and use this as THE planning tool</li> <li>• Be responsible for the accuracy and content of data entry including that of the maintenance staff</li> <li>• Ensure all work orders and maintenance log items are closed when work is finished,</li> <li>• Ensure technical specifications / drawings &amp; technical manuals are stored &amp; updated in an appropriate folder within the CMMS for new and existing installations</li> </ul>	<p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>• Workmate master data updated,</li> <li>• Consistently using CMMS as a management tool</li> <li>• Workmate performance reports</li> <li>• Labour productivity reports.</li> </ul>
<p><b>HSE: Health Safety &amp; Environmental</b> Entrench a culture where team members focus on safety first and ensure compliance to company policies &amp; procedures</p>	
<p><b>Key Accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. Adhere to company health and safety procedures and policies to ensure that Taranaki Pine continues to be a safe environment in which to work</li> <li>2. Work with HSE manager to continuously improve HSE performance by implementing sensible and safe work place practises</li> <li>3. Ensure a clean and tidy work environment and keep facilities maintained to high standards to facilitate safe and effective production.</li> <li>4. Apply a continuous focus on hazard reduction through elimination, isolation or minimisation in that order.</li> <li>5. Investigate and follow up on any HSE issues</li> <li>6. Ensure all accidents and near misses within the department are fully investigated and reported promptly and accurately.</li> <li>7. Participate and support the safe and early return to work of any injured employees</li> </ol>	<p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>• Health and Safety stats</li> <li>• Yellow event forms</li> <li>• Event database stats</li> <li>• Hazard management</li> <li>• Audits</li> </ul>
<p><b>Quality:</b> Take ownership of the quality of product leaving the department and ensure completion of all compliance testing as per company standards, policies and procedures.</p>	
<p><b>Key Accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. Ensure all team members has ready access to all specifications and information required for them to ensure quality meets expectations of both internal and external customers</li> <li>2. Liaise with departments to follow up on any internal or external non-conformances, customer complaints or other quality issues.</li> <li>3. Ensuring the quality of products produced meets the standards expected of recognized regulatory bodies, Company expectations and customer requirements. Ensuring product is fit for purpose.</li> <li>4. Ensure team members are adequately trained for carrying out quality inspections for the department.</li> </ol>	<p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>• Quality stats</li> <li>• Customer complaints</li> <li>• Audits</li> </ul>
<p><b>Development, Training &amp; Coaching</b> On-going development of subordinates in skills &amp; safety requirements. Act as a resource for the skills development of tradesmen, apprentices, contractors and casual workers.</p>	
<p><b>Key Accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate a strong commitment to personal growth and staff development</li> <li>2. Assist staff to grow and develop professionally to ensure a sustainable organisation</li> <li>3. Active participation in training courses</li> <li>4. Sharing knowledge, skills and experiences with staff, co-workers and managers where applicable.</li> </ol>	<p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>• Training and development needs of self and staff being addressed</li> </ul>

**PERSON SPECIFICATION:**

**Knowledge and Experience:**

*Essential Skills:*

- Strong safety consciousness,
- Commitment to teamwork,
- Strong mechanical aptitude and knowledge
- Proven interpersonal relationship building skills,
- Leadership abilities and / or experience,
- Willingness to assist outside of normal hours and ability to learn new skills and apply best maintenance practices,
- Highly motivated and self-directing, able to work toward specific goals,
- Able to read and interpret vendor manuals and drawings,
- Ability to learn and apply best maintenance practices,
- Able to perform some level of cost analyses and work within a structured budget.
- Proficient computer skills, including:
- CMMS, computer maintenance management systems (SAP, PRAGMA Onkey, Workmate or similar),
- Microsoft Office Suite (Excel, Word, Outlook),
- Able to efficiently perform internet searches and research.

*Desirable Skills:*

- Experience in a wood manufacturing environment,
- Knowledge of Taranakipine products,
- Electrical and or instrumentation background.