

Position Description

Title

Production Fitter.

Reporting to

Maintenance Manager Interpack.

Subordinate staff

None

Hours

full time 38 hrs per week, or as per required.

Position Summary:

The position of the Maintenance Production Fitter is to support all areas of shifts, this includes promoting Safety, Quality and throughput on all machines including maintenance repairs and breakdowns.

Responsibilities and Authorities

- Responsible for Safety, Quality and machine performance on the Day/ Afternoon/Night shift, along with production team members for autonomous maintenance purposes.
- Prioritise, plan and schedule maintenance work orders in line with Production team members.
- Report on machine faults/defects and key business metrics.
- Repair as required machine issues.
- Drive Safety and Quality objectives.
- Advice on stock supplies and equipment parts as required.
- Coordinate and assist with the implementation of Total Productive Maintenance-TPM

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Position Description

- Work with Management to apply Continuous Improvement programs and other maintenance procedures appropriate to the business objectives.
- Coordinate an autonomous maintenance program to be performed by equipment operators.
- Liaise with external contractors and the maintenance team to schedule monthly maintenance, services and training programs.
- Meet and or exceed KPI's set out.
- Liaise with other Shift team leaders to reach desired business outcomes.
- Liaise with the Maintenance team as this may require occasional movement to an earlier shift to support the maintenance team.
- Operate all equipment in a safe manner as per Workplace Health & Safety Legislation.
- To maintain machinery to ensure continued production.
- To carry out repairs as necessary or as set out by the Team Leader.
- To complete time sheets and update records accurately and on time.
- Report any major problems to the Team Leader or Dept Team Leader.
- To order parts necessary to complete the job or to replace parts used on repairs.
- To use trade skills and information provided to troubleshoot and make knowledgeable assessment on work to be carried out.
- To do First Line Maintenance on designated machinery.
- To ensure safe work practices are adhered to for yourself and others at all times.
- Keep the engineering workplace and machinery clean and in a tidy order.
- Ensure that when work is completed always test run and make ready for the agreed start time and ensure the customer is happy with repairs. Follow up every job.
- Ensure all tools and materials are returned to the correct location after use.
- Turn all lights and machinery off in the workshop before leaving the premises follow your shift.
- Actively participate in TQM, TPM and 5s programs.
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- Set up of machinery and equipment associated to manufacturing processes.
- Ensure production lines are manufacturing product within manufacturing standards.

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Position Description

- Identify equipment defects and detect root causes at the earliest stage.
- Improvements/repairs of equipment and machinery.
- Achieve and enhance the Maintenance Plan for Preventative (PM), Predictive (PBM), Improvements and Projects.
- Participate in and support the realisation of OEE and process improvements.
- Predict problems in quality and detect their causes to minimise out of control conditions from occurring.
- Plant re-vitalisation and clean up, with emphasis on attention to detail clean to Inspect.
- Evaluation of safety issues in relation to all process development.
- Participate in all safety and quality programs.
- Participate in all lean manufacturing programs.
- Development of utilization of Quality System control procedures and use.
- Provide optimal physical work-flow, handling, spoilage and waste strategies.
- Emphasis on reduction of process change over times.
- Maintain OEE at 85% or greater.
- Apply a teamwork approach in all activities.
- During any down time ensure team is involved in alternate duties.
- Ensure components and tinsplate is organised in advance of being required to minimise down time between jobs.
- Participate in stock take and cycle counts as required.
- Attend and contribute in regular team meetings for continuously improve production
- Ensure all quality checks are performed as per Standard operating procedures (SOP).
- Ensure any quality issues are isolated and rectified before production continues as per SOP.
- Ensure any quality issues including abnormal spoilage is reported to Team Leader immediately.
- Ensure all production and quality data is recorded accurately and booked in to the system.
- Ensure equipment is running at rate and If not advise Production Team leader
- Improvements/repairs of equipment and machinery.
- Conducting preventative maintenance of equipment and machinery.

Position Description

- Assess machine tooling condition and maintain condition with tool shop
- Use of high-resolution measurement equipment down to 0.01mm
- Plant re-vitalisation and clean up, with emphasis on attention to detail.
- Evaluation of safety issues in relation to all process development projects.
- Participate in all safety and quality programs.
- Emphasis on reduction of process change over times.
- Development of utilization of Quality System control procedures and use.
- Work overtime as required/Change shift as required

Knowledge, Skills and Abilities

- Must have good planning and organisational skills
- Must be able to work as part of a team
- Must be fluent in written and spoken English
- Trade certificate or equivalent industry experience
- Good mechanical aptitude and mindset
- Eye for detail and colour matching
- Display leadership throughout teams and lead by example.

Relationships

- This position reports to the Maintenance Manager.
- This position has relationships with employees of Interpack on all levels

Employee signature:

Manager's signature: