



Shift Engineer – Job Description

Position Title		
Based	Ashburton	
Reports to	Mechanical Lead	
Direct Reports	0	
Overall Purpose	A Shift Engineer holds a position of responsibility to ensure the production equipment is kept in a condition that will allow full running, with as little down time as possible, in order to maintain production. To maintain relationships with other departments, and with relevant external parties. To proactively seek any opportunities for continuous improvement in all core functions. To follow up on assigned work daily and ensure it is executed safely and to the right standards, considering reliability, quality, food safety, productivity and cost. To ensure accurate feedback on all completed tasks and to identify any follow-up actions required, with an emphasis on improving plant reliability. Be a member of the operations team. Observe the responsibilities of this function, its reporting requirements, and profit responsibility.	
Relationships	Internal	Engineering Manager, Maintenance Lead, Department Supervisors & Team Leaders
	External	Contractors, Suppliers, Original Equipment, Manufacturers (OEM)
Delegated Authority	Insert text here	

Key Accountabilities	
Areas of Responsibility	• Receive instructions from the Maintenance Planner / Chief Engineer / Head Engineer or others as the needs of the business requires. • Accurately maintain all documentation and records, both written and electronic • Be a point of contact on all day-to-day maintenance issues for the production equipment and any other services equipment. • Ensure company documented procedures and business rules are conformed to • Take ownership of quality system, food safety and HACCP program • Ensure all work is done with the correct work request paperwork and all information is provided • Ensure all work is completed and reported with the correct reporting paperwork.
General	• All day-to-day tasks required as normal. • Cleanliness is non-negotiable.

Health, Safety and Wellbeing	• 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.
Other	• From time-to-time other tasks may be requested of you to align with the changing needs of the business. • Cover in the absence of peers and direct reports as required to ensure best outcomes for the business. • Positively contribute to improvement efforts across the wider team.

Knowledge, Skills and Personal Qualities	
Qualifications and/or Experience	• Relevant Trade Qualifications
Skills and Knowledge	• Requires detailed technical and equipment knowledge. • Strong knowledge of production procedures and maintenance practices. • Solid understanding of health and safety regulations and practices. • Computer literate with capability in MS Office, MS Teams, Deputy etc. • CMMS experience (highly advantageous) (Upkeep).
Personal Attributes	• Highly organised. • Strong attention to detail. • Ability to self-manage and use initiative. • Driven for results. • Have a can-do attitude. • Be a team player. • Have a desire to learn and grown your skills further.

Key Performance Indicators (KPIs)

- Timely completion of Preventative Maintenance activities to schedule.
- Breakdowns.
- Downtime due to maintenance.
- Accurate job / work reporting.
- Plant Availability.

I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Name		Date	
Signed			