

JOB DESCRIPTION



SECTION 1 – IDENTIFYING INFORMATION			
Job Title	Shift Engineer	Department	Engineering
Function	Operations	Site	Lakeside
Date	Jan 2025	Approved by (manager)	Rick Stemp

SECTION 2 – JOB SUMMARY
<p>As a Shift Engineer you will be a key player in the operational team ensuring optimum production asset availability through: Development and implementation of action plans to address root cause of all failures. Support continuous improvement initiatives. Responsible for attending to breakdowns promptly and ensuring all work orders and planned maintenance tasks are completed Delivering training and support to move towards minor maintenance tasks being undertaken by operator level functions. To work with departmental leaders and others developing a pride in the work areas keeping them clean, tidy and ensuring works do not compromise quality or safety. Promote team work across all functions including production, technical and new product development. You will support all aspects of the operation to ensure products are manufactured in a safe, hygienic, and efficient manner. You are to ensure individual accountability for best practise and keeping skills up to date You will also be required carry out any other duties as reasonably requested by lead engineer, production or shift managers or other members of the site management team.</p>

SECTION 3 – KEY ACCOUNTIBILITIES	% OF TIME
<p>Ensure that performance of plant is maintained at agreed levels – aim of 100%. Plan and complete tasks for self from PPM and Manufacturers schedules. Support production, with ideas and initiative’s to optimise line efficiency Encourage an open communication culture between departments. (Engineering, Technical, Production, Planning , NPD, and Hygiene. To be a role model for the Operatives in assisting and driving the agreed standards with shift and site managers</p>	50%
<p>Planned maintenance tasks including daily checks: Checks include start up, line set (safety, operations, technical and engineering), routine maintenance in accordance with manufacturer’s schedules, complete relevant documentation in accordance with Company policies and procedures. Communicate requirements or issues to the relevant personnel. Production planning technical etc.</p>	20%
<p>Receive, prioritise, and complete work orders: Receive work orders from various departments (technical, production, etc.). Provide feedback to relevant personnel on issues and/or completion of tasks. Assist with Instruction and demonstration of efficient machine operation with production ,hygiene and technical as required</p>	20%

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SECTION 4 – EDUCATION & EXPERIENCE	
Education Level (i.e. Degree, Prof. Quals., etc)	Relevant Engineering qualifications (Electrical Mechanical Engineering, health & safety, etc.)
Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc)	Experience of FMCG operations, computer literate with experience Microsoft Office programs. PLC fault finding/diagnostics along with a strong health and safety ethic and HACCP would be beneficial.
Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc)	Strong communications skills, able to work within a team, or on own initiative with a positive can-do attitude.

SECTION 5 – DIMENSIONS & SCOPE			
Budgetary Responsibility	Direct/Indirect Budget	Size/Amount	
Other key dimensions (.e.g. sales, products, skus, reports, invoices, etc Please put description and numbers	Maintenance of PPM system – completion of paperwork, requests, etc. Measurement of downtime on relevant lines. To return equipment to production with minimal downtime. Booking in/out of spare parts used or requested.		

SECTION 6 – CONDITIONS OF ROLE	
State any conditions for role (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc)	May be required to travel to other sites or suppliers. Will involve exposure to heights, confined areas, and extremes of temperature.

SECTION 7 – POSITION IN ORGANISATION		
Peer Positions (list below)	Team Size (if none put 0)	
	Reports to (Job Title)	Engineering Manager
PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART		