



JOB DESCRIPTION
Maintenance Engineer
Engineering
East Tamaki

VITACO VISION

Empowering Healthier Lives

Together we are building Vitaco into a world class nutrition company, led by **brands and products** that consumers and customers love!

Innovation and fresh thinking is the lifeblood of our company, supported by the foundations of an efficient and flexible operating environment.

VITACO VALUES

WE CARE..... *by doing the right thing.*

WE ACT.... *by taking responsibility to make a positive difference.*

WE SUCCEED.... *through team work and innovation.*

PURPOSE OF JOB

To provide engineering support to ensure maintenance of the buildings, plants and services without compromising the health and safety of staff, product safety or operational effectiveness.

Reports to: Engineering Manager

Direct reports: None

Delegated authority: Order parts to maximum value of \$250.
 Engage service technicians and contractors from the preferred supplier or service agreement list.

Position Band: Level 5

KEY EXTERNAL RELATIONSHIPS		
Who	Description	Frequency
Service Providers e.g. water, air, etc.	Maintain service contract supplier relationship and participate in annual review with the Engineering Manager	As required
Contractors e.g. electricians, engineering contractors, plumbers	Maintain service contract supplier relationship and participate in annual review with the Engineering Manager. Direct, instruct and supervise contract maintenance technicians and fitters.	As required
Preferred Suppliers e.g. parts	Arranging procurement of fixtures, fittings or components.	As required

KEY INTERNAL RELATIONSHIPS		
Who	Description	Frequency
Engineering Team Leader and Engineering Manager	Direct managers. Work conflict prioritisation, guidance and development.	Daily
Line Managers, Team Leaders and Production Managers	Day to day maintenance priorities and communication on line performance and requirements.	Daily
Maintenance Engineers/ Facilities & Services Engineer	Colleagues, assist as required.	Daily

ACCOUNTABILITIES	
‘What’ you are expected to do – the accountabilities detail the outcomes this position is responsible for delivering.	
ACCOUNTABILITIES	MEASURES
<p>Speed and Service</p> <ul style="list-style-type: none"> Support the attainment of all daily and weekly production plans through the timely resolution of all mechanical and electrical breakdown issues. Liaise with Production and Planning teams to ensure routine, preventative and non-routine maintenance is planned in advance with reasonable time expectations, taking into consideration current and future production priorities. Respond to changing operations priorities by providing engineering assistance as and when required. Actively engage with other members of the engineering team to deliver expected outcomes during any planned shut downs. Procure engineering spare parts as required Record data within MEX (CMMS) system as instructed Comply to frontline first response shift system 	<ul style="list-style-type: none"> Ensure maintenance requests are responded to in a timely manner by prioritising workloads and seeking clarification when conflicts arise. Plan, schedule and implement preventative maintenance plans. Ensure activities comply with regulatory and compliance guidelines and company policies and procedures. Familiarise and run maintenance activities through the MEX database (work orders/close outs/entry into MEX database). Participate in setting up maintenance policies for the site. Record data in MEX as per standard operating procedures Execution of Work request from production and operations departments
<p>Innovation/Renovation</p> <ul style="list-style-type: none"> To promote a continuous improvement culture that proactively seeks new and improved methods of working to increase efficiency and safety in the overall production process. Provide support for MAD ideas for MBU targets. Lead projects to improve operational effectiveness. Lead and support specified improvement/ capital projects. Support key Engineering initiatives 	<ul style="list-style-type: none"> Assist, evaluate and recommend improvement initiatives for production. Provide feedback to management when poor operating practices, training needs or equipment repair/modification requirements are identified. Projects delivered on time and within Vitaco methodology. Support of Maintenance and reliability best practices road map

ACCOUNTABILITIES	
‘What’ you are expected to do – the accountabilities detail the outcomes this position is responsible for delivering.	
ACCOUNTABILITIES	MEASURES
Cost <ul style="list-style-type: none"> To ensure engineering budget targets are met. To manage contractors/suppliers within delegated authorities. Always look for most cost effective solution 	<ul style="list-style-type: none"> Engineering budget tracking weekly monthly yearly. MBU cost improvement tracking.
Quality <ul style="list-style-type: none"> Support plant and equipment validation processes and procedures to ensure we maintain our compliance and regulatory certificates and licences. Comply with all GMP and RMP regulations Raise any quality risk with 	<ul style="list-style-type: none"> Lead and support new equipment specification and qualification under the IQOQ process. Controlling maintenance tools, stores and equipment. Required documentation e.g. logs, manuals, certificates up to date and compliant at all times.
People <ul style="list-style-type: none"> An enthusiastic and contributing member of the engineering team. Actively provide support to other team members when required 	<ul style="list-style-type: none"> Engineering MBU participation. Operations MBU participation. VIP process.
Vitaco Vision and Values <ul style="list-style-type: none"> Reflect Vitaco’s vision and values in all your day to day activities. 	<ul style="list-style-type: none"> Acts in line with Vitaco’s vision and values and demonstrates these behaviours.
Health & Safety <i>To support the company’s objectives to create ‘A Safer Place Because of Me’ you will:</i> <ul style="list-style-type: none"> Demonstrate safe working behaviours at all times Report all accidents and incidents and assist with identification and reporting of hazards 	<ul style="list-style-type: none"> Adhere to hazard controls at all times e.g.: wearing correct PPE Provide feedback to manager and safety committee on effectiveness of hazard controls Ensure documentation is complete and provided to Manager or Safety & Sustainability Manager.
Other Any other tasks that may be reasonably required from time to time.	

PERSON SPECIFICATION	
Skills, knowledge, experience and attributes required for the role.	
FORMAL EDUCATION AND TRAINING	
Essential	Preferred
Indentured tradesperson in Fitting & Turning; Fitting & Electrical or trade in Mechanical or Electrical engineering	An understanding of the relevant technology Limited electrical licence A and B

Vitaco Job Description: Maintenance Engineer
Created: February 2025
Review Date: 2 years from creation or last review
Approved by: Tina Short-Tupaea, GM Operations

TYPE OF EXPERIENCE AND YEARS			
Essential	Years	Preferred	Years
<ul style="list-style-type: none"> • Relevant industrial experience. • Good practical skills and a common-sense approach. • Familiarity with intrusive maintenance procedure and paperwork follow ups. • FMCG background. 	5+	<ul style="list-style-type: none"> • Experience in manufacturing process and equipment within GMP or RMP environment. • Experience in pneumatics, hydraulics, PLC's and fault diagnostics. 	5

COMPETENCIES REQUIRED	
Communication	Ability to leverage interpersonal skills to develop relationships and rapport with key stakeholders, customers and colleagues
	Collaborates, influences and works effectively with those outside of functional area.
Problem Solving/Technical Skills	The ability to visualise, articulate and solve both complex and uncomplicated problems; and make decisions that make sense based on all available information
	Knowledge of continuous improvement processes and methods that seek to improve performance
	Assuring that needed resources (eg: manufacturing, distribution, raw materials, finished goods, people etc) will be available at the right time and place to meet business needs.
	Executes effective process, implementing plans and projects to successful conclusion
Financial Acumen	The ability to apply a broad understanding of financial management principles and other quantitative information to ensure decisions are fiscally responsible
	Is focussed on the bottom line and takes ownership of financial results, in line of sight
Time Management	Effectively manages own time and resources to ensure that work is completed efficiently
	Prioritises and identifies more and less critical activities and tasks; adjust priorities as appropriate
	Schedules by effectively allocating time to complete work
Contributes to a Positive Culture	Demonstrates Vitaco Vision & Values, towards our customer, consumer, our jobs and ourselves
	Demonstrates respect and care for colleagues; contributes as a team member within and outside functional area
Safer Place Because of Me	Demonstrates safe working behaviours
	Understands company safety goals & values
	Participates in work 'be safe' initiatives
	Intervenes when sees an unsafe behaviour or attitude

Manager to complete

I approve this job description.

Name: _____

Position: _____

Signature: _____ Date: _____

Employee to complete

I confirm that I have read and understood this job description and agree to the accountabilities and competencies required of this role:

Name: _____

Signature: _____ Date: _____