



JOB DESCRIPTION

Job Title:	Engineer	Date:	November 2016
Department:	Engineering	Reviewed By:	Site Manager
Function:	Operations	Approved By:	HR Manager
Location:	FLB Banbury	Reports to:	Engineering Supervisor / Engineering Charge-hand
Direct Reports:	N/A	Indirect Reports:	N/A
		Deputy	Engineers

PURPOSE OF JOB

The Engineer is an integral member of the Fine Lady Bakeries (FLB) site team and the wider operations leadership team encouraging a team culture at FLB.

The core purpose of this position is to be responsible and accountable for delivering the short to medium term maintenance and engineering for the safe, efficient and cost-effective operation of the FLB site. This will be achieved by meeting agreed targets and objectives whilst maintaining plant reliability. The day to day maintenance responsibilities sits with the Engineering Supervisors and Charge Hand position with any major engineering, quality or safety issues escalated to, and managed by the AEM's.

This position is a role model that underpins a culture of operational excellence, high performance, continuous improvement, people management and development, as well as active engagement of all staff. This position will focus on delivering and meeting the needs of both internal and external customers and be responsible for cascading and delivering on set Key Performance Indicators (KPIs) and responsibilities, as directed by site management, and in particular the Engineering Supervisor and AEM's.

MAJOR CHALLENGES

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| 1. Implementing and delivering, whilst under pressure of the FMCG environment, a culture of operational excellence and continuous improvement in all areas of the engineering arena, aiming for world class manufacturing. | 2. Deliver a safe, high performance engineering solutions at a fast pace FMCG environment whilst minimizing downtime and costs to the FLB site. |
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KEY RESPONSIBILITY AREAS <i>(Major areas of responsibility – major actions that are necessary to fulfil the purpose of this position)</i>	KPI/MEASURES <i>(How performance in each Key Responsibility Area will be measured)</i>
Engineering	<ul style="list-style-type: none"> • Ensure that PPM system on agility is Updated and all PPM tasks are recorded keeping system up to date • Ensure all work is completed in an organized professional manner being fully accountable for all tools and equipment used . • Actively input into discussions and plans required to drive down MTBF(Mean Time Between Failure) • Ensure that MTTR (Mean Time Taken to Repair) is improved and review via Root cause analysis with Engineering team in accordance with set KPI's • Ensure PPM schedule is completed as requested. • Ensure all reporting requirements are supplied in an accurate and timely manner. • Ensure all food safety legislation and quality processes are followed, maintained and improved upon. • Be prepared to be trained on existing and new equipment to enable you to fully enhance your role
Planning	<ul style="list-style-type: none"> • Ensure that jobs are carried out in the planned order of priority that is communicated from supervisor • Work with production/hygiene to ensure that PPM tasks are in line with production plans and schedules being open to production/hygiene requirements for the equipment
Systems & Procedures	<ul style="list-style-type: none"> • Ensure compliance with Safety Health & Environment (SHE), Quality, Food Safety, Customer and Regulatory standards such as FSA, BRC, PIU and any specific customer needs. • Ensure the accurate booking out of spares from engineering. • Ensure daily paperwork is completed including BAR's (Breakdown Analysis Reports)

<p>People <i>Leading our people to ensure we provide a work environment that encourages our people to perform at their full potential</i></p>	<ul style="list-style-type: none"> • Communicate with all staff in a professional polite manner being at all times aware that maintenance is a service provider to other departments • Ensure behaviour is consistent with the vision, goals and priorities for FLB. • Coach and assist engineering apprentices. • Commit to working as a member of a team understanding all requirements + roles within that team • Engage with engineering team and the wider teams for input, ideas, to search out and use all avenues available to identify all and any opportunities for improvement.
<p>Quality, Health & Safety & Environment <i>Eliminating and mitigating risk for the Company, its people and other stakeholders through compliance to standards and good risk management/prevention</i></p>	<ul style="list-style-type: none"> • Appropriately use SHE within the workplace via the tools and systems provided by the FLB business, such as Safety Management System (SMS) e.g. contractor management • Actively promote safety in all areas of production in line with SMS system requirements • Work to the expected high standards of GMP • Promote high standards of food safety in the design and maintenance of equipment • Ensure a reduction of safety hazards identified per annum • Proactively promote sustainability of resources such as energy, steam, compressed air and water and minimize waste water to ensure compliance to standards

This list is not exhaustive, there may be other aspects to the role as and when necessary to fulfil the requirements of FLB.

Issued To:

Signed: _____

Date: _____