

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Engineer		
<b>DEPARTMENT:</b>	Engineering	<b>COMPANY:</b>	Kiwi Lumber
<b>PRIMARILY REPORTS TO:</b>	Engineering Team Leader/Manager or Site Manager		
<b>DIRECT REPORTS:</b>	Nil		

### POSITION SUMMARY

Effectively and efficiently undertake maintenance and fabrication duties (detailed below) to assist with ensuring optimal productivity is achieved at the site.

### FUNCTIONAL RELATIONSHIPS

#### Internal

- Engineering Team
- Site Manager
- Kiln Team Leader/Processing Manager
- Sawmill Manager
- Saw Doctor
- Machinist
- Sawmill and Processing Team

#### External

- Contractors including;
- Engineers
  - Electrical Engineers

KEY RESULT AREAS	CORE RESPONSIBILITIES/DUTIES	KEY PERFORMANCE INDICATORS
<b>1. Maintenance &amp; Fabrication</b>	<ul style="list-style-type: none"> <li>• Undertake ongoing maintenance and repair of all mechanical operations and plant items on site according to the Maintenance Schedule.</li> <li>• Conduct preventative maintenance activities.</li> <li>• Undertake repairs as required.</li> <li>• Fabricate new equipment using plans provided.</li> </ul>	<ul style="list-style-type: none"> <li>• All tasks to be performed: Within specified timeframes. According to standard operating procedures. Adhering to established methods and relevant internal and external standards.</li> <li>• Effectively and efficiently maintains site plant and equipment to ensure minimum production downtime and unnecessary costs.</li> </ul>
<b>2. Purchasing/Planning</b>	<ul style="list-style-type: none"> <li>• Manage spare parts stock.</li> <li>• Undertake purchase ordering.</li> <li>• Regularly review suppliers to improve purchasing position.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure stock usage is recorded, adequate stock levels are maintained and orders are made in conjunction with the agreed purchasing strategy and preferred supplier.</li> </ul>

		<ul style="list-style-type: none"> <li>Adheres to internal procedures for purchasing.</li> </ul>
<b>3. Quality/Housekeeping</b>	<ul style="list-style-type: none"> <li>All work areas are kept clean and tidy.</li> <li>Undertake machinery/engineering equipment cleaning/maintenance tasks.</li> <li>Maintain calibration of relevant equipment.</li> <li>Tools and equipment are put away after use.</li> </ul>	<ul style="list-style-type: none"> <li>Reports issues immediately to appropriate person and assists with identifying/implementing appropriate solutions.</li> <li>Contributes toward achievement of company quality and production goals.</li> </ul>
<b>4. Administration</b>	<ul style="list-style-type: none"> <li>Undertake all associated administration and reporting in relevant systems.</li> </ul>	<ul style="list-style-type: none"> <li>Administration completed in a timely and accurate manner and according to internal procedures.</li> </ul>
<b>5. Training/Mentoring</b>	<ul style="list-style-type: none"> <li>Provide training and supervision to Engineer Apprentices/junior team members.</li> </ul>	<ul style="list-style-type: none"> <li>Team members trained to required levels and in accordance with their training and development plans.</li> </ul>
<b>6. Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Support and adhere to all company health and safety policies, procedures and programmes, including but not limited to;</li> <li>Reporting all incidents, accidents and illnesses.</li> <li>Adhering isolation procedures at all times.</li> <li>Contributing to identification and minimisation of hazards/risks.</li> <li>Working in a safe manner at all times to avoid personal injury to self and others.</li> <li>Wearing appropriate PPE at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Contributes towards achievement of company health and safety goals and culture.</li> </ul>
<b>7. Team &amp; Self Responsibilities</b>	<ul style="list-style-type: none"> <li>Proactively communicate with entire Kiwi team.</li> <li>Ensure positive contractor relationships are developed and maintained.</li> <li>Work productively as part of the team.</li> </ul>	<ul style="list-style-type: none"> <li>Proactively contributes to developing and maintaining a positive and high performing team culture.</li> </ul>

	<ul style="list-style-type: none"> <li>• Have a good attitude to learning new things and using this knowledge.</li> </ul>	
<b>8. Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Complete any other assignments, projects or responsibilities delegated or assigned by Management.</li> </ul>	<ul style="list-style-type: none"> <li>• Duties completed accurately and in a timely manner.</li> </ul>

**PERSON SPECIFICATION**

**Desired Qualifications**

- Fully qualified Engineer.

**Desired Experience/Skills**

- Sound engineering experience in industrial/manufacturing business.
- Strong communication and relationship building skills.

**Employee Name:** \_\_\_\_\_ **Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_