

SCHEDULE ONE – JOB DESCRIPTION

Title and Reporting Relationships	
Position title:	Engineering/Maintenance Supervisor
Reports to:	Engineering Manager
Division:	Trades
Location:	AFFCO Rangioru

Role Purpose

The Engineering/Maintenance Supervisor is responsible for ensuring that maintenance work for Rangioru Plant and the plant utilities services is carried out in a timely and cost-effective manner.

Reporting to the Engineering Manager, the nature of the job encompasses all engineering functions at the Plant within the incumbent's capabilities and skills. This ranges from "hands on" repair up to and including project design/project administration as required. Other duties as directed by the Engineering Manager and Management.

Key Responsibilities

Plant Maintenance/R&M

In conjunction with the Engineering Manager and Maintenance Coordinator, coordinate day-to-day R&M tasks, maintain and manage the R&M list, and active involvement in hands-on repair work.

This includes:

- R&M list target date and compliance requirements met.
- Day to day R&M tasks are allocated appropriately to ensure best outcome achieved.
- R&M wages are managed to a reasonable level.
- Any variations in budget are explainable.

Furthermore, ensuring operational performance is maintained according to the following performance indicators:

- Evidence of maintaining or reducing downtime to best practice.
- Working within management operating systems.
- Maintenance philosophy is implemented in Plant in an operational sense.
- AFFCO asset policies and protocol are implemented at the Plant.

Communication

Effective communication is developed and maintained with production supervisors, team leaders, and the management team.

- Briefs are given to all reports once a week.
- Attending Plant meetings when appropriate and updates key team members on plant developments, initiatives and progress.
- Informing the Engineering Manager within appropriate timeframes for major issue/s or over-expenditure.

Team Leadership

- Providing direction and leadership to the team as and when appropriate delegating responsibilities to ensure ongoing development and effective use of (human) resources.
- Direct reports are involved in planning of work.

Health and Safety

General

Actively lead safety through:

- Fostering a safety culture that empowers people to ensure their own safety and the safety of others.
- Actively support and align with:
 - Vision and Goals set for AFFCO
 - The site H&S Plan
- Interacting with individual people on health and safety, including listening to them, reaching understanding and agreement on what is needed to improve health and safety
- Through decisions made, actions taken and interaction with people, demonstrate your own commitment
- Basing direction and action on a good understanding of causation based on sound root cause analysis
- Anticipating risks, discussing hazards and being alert for unsafe conditions
- Maintaining discipline
- Knowing your people

Policies, Plans and Programmes

- Subscribe to and promote AFFCO Health & Safety Policy and specifically the AFFCO H&S Commitment Policy
- Actively participate in the development of Site H&S Plans & KPIs
- Actively support and participate in the implementation of the Site H&S Plan including health and safety programmes and initiatives.
- Consult and collaborate with workers, other managers, Health & Safety representatives and others as appropriate for purposes of development and implementation of site H&S Plans & KPIs
- Actively eliminate/minimise health and safety risks, including through:
 - Ensuring that you and your team have the necessary training and competency
 - Providing training and coaching as appropriate to your own knowledge and skills
 - Inspecting and generally monitoring the plant, equipment and material resources and the work environment to ensure safe and healthy workplace for you, your team, and any other person in the area you supervise.
 - Generally supporting Health and Safety Plans and Programmes implemented by AFFCO.
- Provide regular H&S data and reports as required through the AFFCO H&S reporting systems.

External Stakeholders

- When required, engage positively and constructively with external parties such as WorkSafe inspectors and fire and emergency services.
- Engage positively and constructively with others including other teams, supervisors, managers, contractors, engineers, and tradesmen etc. to foster good understanding and ultimately support a healthy and safe workplace.

Assurance & Verification

- Actively participate in site H&S assurance and verification programmes and support members of your team (especially H&S Representatives) to do the same.
- Conduct audits and inspections as required under the site assurance and verification programme.
- Log H&S audits and inspections and associated findings in Assura and take action to address findings.
- Actively participate in health and safety audits conducted by others.

H&S Risk Management

- Where risks constitute an immediate danger to life or health (IDLH) on site, take immediate steps to reduce the risk to as low as reasonably practicable (ALARP). Where the residual risks remain unacceptably high, escalate the matter to your manager.
- Identify and implement programmes and initiatives on site to improve the management of H&S Risk.
- Comply with AFFCO Standards for the management of physical risks.
- Comply with AFFCO H&S Management System Standards for the management of physical risks including:
 - Risk identification and assessment
 - Permit systems

- Isolation and lockout
- Task-related work methods (SOPs, JSEAs, Task Descriptions etc.)
- Emergency systems including rescue plans and emergency drills
- As required

Safety Culture, Communication & Awareness

- Foster a positive safety culture within your team and in your interactions with others.
- Communicate health and safety information to your team including:
 - H&S Alerts
 - H&S Info Sheets (or similar)
 - Shared Learnings
 - Information and feedback from people, (including workers and H&S representatives)
- Listen to, acknowledge, and generally address any health and safety matter raised with you by any of your team members or others in the area you supervise.
- Regularly hold Toolbox Talks or other safety discussions with your team and others. Where this is not possible, communicate health and safety information to each individual within your team.
- Actively assist and support:
 - The nomination, election, and training of H&S Representatives
 - H&S Committee activities and initiatives
 - H&S Representatives fulfil their duties and functions
- When required, actively participate in site H&S Committee meetings and other meetings and activities that are arranged for purposes of health and safety.

Training and Competency

- Ensure that you and your team are inducted, trained and competent to conduct their work safely.
- This includes meeting all minimum mandatory H&S training and competency requirements (specified in the AFFCO H&S Management System).
- Induction and training programmes for the site to meet health & safety awareness, training, and competency requirements.
- Ensure that processes for assessment and verification of competency are effective and meet established AFFCO H&S Management System requirements.
- As appropriate to skills, training, and competencies, provide training and coaching to your team and others.

Contractor Management

- Monitor and manage others (contractors, visitors etc.) when in the area that you supervise to ensure the health and safety of all parties.

Incidents and Injuries

- Report all accidents/incidents/near misses and follow the agreed escalation procedure and investigation process.
- Conduct and participate in investigations using investigation methodologies and formats established through the AFFCO H&S Management System.
- Taking action yourself to ensure that all agreed actions from incident investigations are actioned within agreed timeframes. Seek assistance and resources from your manager as appropriate.

Injury Management

- Ensure that your team reports any pain or discomfort immediately
- Where you or your team member becomes injured or ill, identify as soon as possible what caused the injury/illness and whether it happened at work
- Assist injured/ill people (you or your team) to receive appropriate treatment
- Actively apply, assist with, and generally support return to work processes for any member of your team and for yourself. This includes meeting all return-to-work deadlines and due dates.
- Identify alternative duties and actively supervise anyone in your team who is doing alternative duties

- Participate in and actively cooperate with case managers for purposes of ACC Claims administration and for return-to-work processes.

Emergency Response & Preparedness

- Follow site emergency response and preparedness systems and practice on site including emergency drills
- Train, coach and generally ensure your team know the emergency procedures and what they must do in an emergency.
- Support First Aiders and Fire Wardens to carry out their functions.
- Fill any emergency role required of you as per the site emergency response and preparedness procedures.

Professional and Personal

- Actively undergo health and safety training that is provided to you.
- Ensure that you understand the health and safety hazards and risks, requirements, processes, and practices that are relevant to your role as a supervisor and for the team and area you supervise.
- If you or a member of your team does not have the knowledge or skills required for the work you supervise or personally undertake, or to address any health and safety situation or matter, raise this with your manager immediately and then actively work with your manager to address the knowledge/skill deficiency.
- Participate in workshops/safety initiatives and activities that improve your health and safety knowledge and skills and assist members of your team for the same purpose.
- Actively seek advice from other Subject Matter Experts where appropriate.

The job description above sets out tasks and responsibilities to be undertaken at the time this agreement is entered into however the Employee acknowledges that depending on business needs and the Employee's capabilities, as determined by the Employer, the Employee's tasks and responsibilities may be changed by the Employer from time to time and the Employee agrees to carry out any tasks so assigned that are within the Employee's capabilities.