

ROLE PROFILE	
Job Title:	Maintenance Foreman
Level:	Junior Management/Skilled Technical
Reports To:	Assistant Maintenance Manager
Context/Scope:	<p>The foreman will work under the assistant maintenance manager to identify the various phases of a job and maintenance tasks. They may be involved in training the junior personnel to successfully complete projects and maintenance work while learning on the job. The foreman assigns duties and is responsible for monitoring the progress of maintenance tasks and keeping them on track from a time standpoint. They must ensure workers are qualified and knowledgeable about their roles and make assignments according to skill sets. The person in this position may also issue reports and progress updates and make decisions related to training requirements to improve skill levels. A foreman also ensures safe working conditions and compliance with all safe operating procedures specific to the industry.</p> <p><i>The employee is responsible for:</i></p> <ul style="list-style-type: none"> • Leading the technicians in the Maintenance team. • Reducing unplanned stoppages. • Developing the technicians. • Assigning work to technicians and scheduling planned maintenance.
Dimensions:	
a) Financial	The cost of unplanned stoppages can quickly become a burden on the company. The Foreman will be responsible for reducing unplanned stoppages due to breakdowns and thus reducing unnecessary cost to the company.
b) Market Complexity	<ul style="list-style-type: none"> • A good understanding of the customers' business and what is important in the business, e.g. quality, price, delivery times, speed to market, dependability. • Knowledge of the organisation and activity of the internal clients so as to anticipate their needs.
c) Leadership and Functional Responsibilities	<p><u>Leadership</u></p> <ul style="list-style-type: none"> • Strong inter-departmental interaction in order to ensure that the needs of production are met • Leadership of the team of technicians working on the production floor, including the training and development of this team, where necessary • Assigning work to technicians based on their skills and experience • Ensure that technicians adhere to the company's food safety and health and safety policies and procedures <p><u>Functional</u></p> <ul style="list-style-type: none"> • Attending to breakdowns of equipment • Close off any corrective actions that may have been raised • Creation of planned maintenance schedules for filling and other equipment • Analysing data relating to breakdowns in order to work towards reducing unplanned stoppages
Purpose of Role	Keep the filling lines running through the leadership of the technicians in the team and reduction of breakdowns.
Top 3-5 Accountabilities	<ul style="list-style-type: none"> • Reduce breakdowns • Lead and develop technicians

	<ul style="list-style-type: none"> • Excellent communication with management • Monitoring of breakdowns/scheduled work to ensure work is completed timeously
Qualifications and Experience Required	<ul style="list-style-type: none"> • Qualification in one of the following would be an advantage: dairy processing, electrician/fitter, high speed filling machinery, N6 diploma or higher education • Incumbent would need to have an attention to detail and an ability to work independently • Possible experience would include: maintenance technician, filling machine technician, fitter/electrician, maintenance supervisor/foreman • Experience in an FMCG environment is advantageous • An understanding of any of the following areas would be necessary: <ul style="list-style-type: none"> • Filling Machinery • Food & Beverage industry • Pneumatics • Machine Electrical • Machine Mechanics • PLCs • In addition to education, other skills necessary for the job include good communication, problem-solving and critical thinking skills, time and budget management and team-building abilities • Candidates must be willing to work shifts, overtime and weekends, as required • Applicants must have a driver's licence and their own transport
Barriers to Success in Role	<ul style="list-style-type: none"> • No urgency • Lack of organisational skills and attention to detail • Lack of technical expertise • Inability to lead people
Operational Working Conditions	<ul style="list-style-type: none"> • Based at head office in the heart of the beautiful KZN Midlands