WineWorks Ltd  
Position Description for Maintenance Engineer

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| Location | Marlborough | |
| Department: | Engineering | |
| Reports to: | Engineering Manager | |
| Date of Issue: | May 2025 | |
| **Working Relationships** | |  |
| Internal: | WineWorks Team | |
| External: | WineWorks Group, Contractors, Suppliers, Clients | |
| **Authority** | |  |
| Spending: | As per Company policy | |
| Staffing: | 0 | |

Our Culture

We aspire to a culture where the following values shape our behaviour:

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| **Logo  Description automatically generated** | Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs. |
| **Icon  Description automatically generated** | We do what we say and we’re reliable. We take complete ownership of the process and the tasks that are asked of us. We are committed to go about our job in a straight up way. |
| **Icon  Description automatically generated** | Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live. |
| **Icon  Description automatically generated** | We’re one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus. |
| **Icon  Description automatically generated with low confidence** | We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards. |
| **Icon  Description automatically generated** | We love to find solutions and believe there’s always a better way to do things. It is this spirit that built the business and will take it to the future. |

Organisation Context

Role Purpose  
The Maintenance Engineer is responsible for supporting the 24-hour operation. The Maintenance Team serves as the key technical resource for the manufacturing operation focusing on preventative maintenance, troubleshooting and problem-solving equipment issues. This will be done in a safe and cost-effective manner whilst minimising downtime and maximising production output.

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| KEY TASK | EXPECTATIONS |
| **Follows our Culture** | * Champions our culture, promotes & role models the values and behaviours at every opportunity. * Ensures that their work is undertaken ethically, safely, sustainably and with a quality focus. * Actively engages in development opportunities to support this. * Engages in health, safety, sustainability & quality initiatives and seeks continuous improvement. * Is compliant with relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements. * Assists in projects to reduce our impact on the environment.   Is familiar with all relevant policies and procedures that support our Culture and compliance, understanding their roles and responsibilities that are described by these documents. |
| **Repairs and Maintenance** | * Use engineering best practice to achieve production efficiency targets. * Carry out or organise routine scheduled maintenance work. * Respond to equipment faults, emergencies, and unplanned problems in a timely manner. * Diagnose breakdowns through Root Cause Analysis. * Fit new parts and ensure equipment is operating correctly. * Assist in the planning and execution of the preventative maintenance programme including organising sub-contractors. * Complete improvements and repairs to equipment in a timely and efficient manner that minimises downtime of equipment * Ensure maintenance costs remain within budget where possible. |
| **Repairs and Maintenance, Continued** | * Maintain plant manufacturing operation, focus on safe, efficient, reliable maintenance and operation of equipment to ensure the production of quality products. * Communicate clearly with team members and ensure deadlines are met. * Assume joint responsibility for the review/ordering and maintenance of appropriate and correct spare parts on hand. * Conduct quality inspection on maintenance / repair jobs. * Assist in the coordination of arranging specialist procurement of fixtures, fittings or components as required. * Actively control maintenance tools, stores, and equipment. * Ensure all engineering issues that may arise are communicated to the appropriate Manager in a timely manner. * Lead continuous improvement efforts using Lean Manufacturing principles. |
| **Maintenance Team** | * Build and maintain good relationships with staff and senior departmental Managers * Ensure good communication with other engineering team members is first and foremost * Attend weekly maintenance meetings and any other relevant meetings * Liaise with contractors, clients and other engineering and production colleagues. Always remain professional. |
| **Suppliers and Contractors** | * Provide inductions as required. * Monitor contractors’ health & safety practices while on site and take action if unsafe work practices are observed. * Ensure assistance from contractors and suppliers to provide WineWorks with up to date and new technologies available. * Assist with contractor / supplier reviews as required to ensure ongoing improvements in service, pricing and compliance. * Establish and build lasting long-term relationships with key suppliers and contractors |
| **Controls and Compliance** | * Ensure company policies, practices, SOP’s and controls are complied with. * Complete and maintain appropriate documentation. * Assist in maintaining the company’s calibration programme and ensuring it remains up to date. * Actively participate in the improvement and creation of SOP’s within Engineering and Production. * Contribute to and improve H&S policies and procedures where appropriate. |
| **Health and Safety** | * Take an active role in workplace health and safety including participating at meetings, training and other health and safety related activities when offered. * Correctly use and store any Personal Protective Equipment (PPE) and safety devices provided by the employer. |
| **Food Safety** | * To follow the requirements of the site food safety and HACCP Plan. Knowledge of CCP’s and training is required (For operations staff). * Follow the requirements of food safety standards and certification standards, e.g. BRC Global Standard, WSMP, SWNZ and company policies and procedures. * Ensure food safety, allergen and regulatory requirements are adhered to in all products. * Carry out tasks in a hygienic manner that protects the products as per the hygiene policy. |
| **Personal development** | * Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities. * Maintain a broad business and commercial perspective. * Proactively identify methods to utilise this information for the benefit of the business. |
| **Other duties – perform other duties as required** | * Flexible & willing to perform a variety of tasks. * Willingly takes on additional tasks/responsibilities to assist the team and the client * Actively participates in matters/meetings affecting the business, their team, or their department. |

Work Complexity

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| **Accountability** | **Complexity** | **People Responsibility** | **Relating to Others** | **Expertise** |
| Contributory | Non-Complex Decision Making | No Direct Reports | Persuading & influencing | Technical |

*Based upon Strategic Pay SP5 Job Evaluation Methodology – For HR Reference Only*

Leadership Competencies

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| **Leading Self** | **Achieves Results**  **Holding themselves accountable to meet their commitments** | **Builds Relationships and Values Difference**  **Building relationships through communication, valuing difference, and aligning with our values** | **Being Adaptable**  **Handling change and looking for better ways of doing things** |

Skills, Knowledge, and Experience

* Technically competent – Must have a recognised form of Trade Qualification (e.g., mechanician)
* At least 5 years expereince in an industrial engineering role
* Understanding in an industrial environment
* Fault finding / diagnostic
* Welding and machining skills
* Managing preventative maintenance programmes
* Fluid / hydraulic / pneumatic experience
* Relevant production or FMCG experience
* Demonstrated training experience
* Proven leadership skills
* Experience in a Continuous Improvement environment with a good understanding of the basic principles is desirable
* Experience in food or beverage packaging or short run manufacturing would be desirable