

MAINTENANCE MANAGER

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Reports to: *General Manager*

Key Relationships: *Directors, General Manager, Remanufacturing Manager, Sawmill and Secondary Processing Site Manager, Maintenance employees.*

Location: *Kennington*

VISION AND VALUES:

The Niagara team consist of our Sawmills, Remanufacturing Plant, Sales and Distribution teams along with our support services.

Our Group Values ‘We Work as a Team, We Act with Integrity, We Strive for Excellence’ reflect who we are and are integrated into everything we do.

PURPOSE OF POSITION:

The purpose of the Maintenance Manager is to plan, lead, organise, and implement the preventative maintenance, breakdown repairs, plant improvement, and other general engineering duties across the sites in a coordinated manner, ensuring the company’s resources and assets are utilised efficiently and effectively.

KEY PERFORMANCE AREAS:

DUTIES AND RESPONSIBILITIES	
<i>Strategic Leadership</i>	<p><i>Partner with the Directors and the Niagara General Manager to ensure ongoing alignment between operational activities and long-term business objectives.</i></p> <p><i>Represent Niagara Sawmilling with professionalism, promoting a positive public image and strengthening the company’s reputation.</i></p> <p><i>Provide leadership, analysis, and advice that supports business strategy, performance goals, and future growth.</i></p> <p><i>Establish and maintain operational systems and processes to provide visibility of progress, risks, and outcomes.</i></p> <p><i>Lead forecasting, monitoring, and analysis of metrics to inform decision-making.</i></p>
<i>Operations</i>	<p><i>Lead the Maintenance team to achieve day to day operational requirements and expectations.</i></p> <p><i>Provide leadership and decision making in the execution of objectives ensuring the achievement of all targets set for the Maintenance team.</i></p> <p><i>Develop and implement communication channels and systems that capture the day-to-day and preventative maintenance needs of all operational areas.</i></p> <p><i>Working with management, prioritizing tasks and allocating the</i></p>

	<p><i>company's maintenance and engineering resources to meet the needs of the various production centres in a manner that ensures minimal impact on production.</i></p> <p><i>Ensuring that plant breakdowns are dealt with quickly and efficiently, whilst also identifying ways to ensure the number of breakdowns are continually reducing and thereby improving plant reliability and uptime.</i></p> <p><i>Centralise the purchase of all parts and materials for the day-to-day running of the workshops (including spare and consumables), ensuring an appropriate level of spare parts are available at all times, especially parts deemed critical for operations.</i></p>
<p><i>Compliance Management</i></p>	<p><i>Responsible for the Maintenance team exceeding compliance and regulatory obligations in all areas.</i></p> <p><i>Plan and direct business activities to ensure compliance with all legislative, regulatory, and industry obligations.</i></p> <p><i>Actively manage the operations to ensure they meet all standards, including but not limited to Engineering, Health & Safety, environmental, and quality compliance.</i></p>
<p><i>Quality Assurance</i></p>	<p><i>Responsible for the Maintenance team exceeding quality standards.</i></p> <p><i>Promote and ensure quality standards are being maintained, ensuring all non-conformance are recorded and followed up with corrective actions, recommend and make changes to improve the quality and speed of production and work collaboratively with other departments to maximise quality and ensure problems are addressed.</i></p>
<p><i>Team and Culture Development</i></p>	<p><i>Collaborate with HR and H&S teams to foster an inclusive, productive, and safe workplace culture.</i></p> <p><i>Oversee all people matters within the Maintenance team to maximise development, performance, and retention of skilled employees including recruitment, training and development, performance management, and employment relations issues.</i></p> <p><i>Mentor and develop managers and team leaders, with a strong focus on leadership capability, succession planning, and resilience in team structures.</i></p> <p><i>Encourage a culture of collaboration, innovation, and continuous improvement, ensuring customer service excellence is embedded at every level.</i></p>
<p><i>Health & Safety</i></p>	<p><i>Responsible for the implementation and management of health and safety systems and practices across the Maintenance team.</i></p> <p><i>Drive continuous improvement of health and safety systems and processes and be a proactive leader ensuring operations exceed all legislative and industry standards.</i></p>
<p><i>Business Improvement</i></p>	<p><i>Lead, drive, and facilitate the continuous improvement of everyday operations, procedures, and processes, and to ensure full participation and engagement in Lean tools and processes.</i></p> <p><i>Identify opportunities and implement solutions for plant and process improvement that drive growth in recovery and productivity.</i></p>
<p><i>Personal Development</i></p>	<p><i>Proactively manage own personal development, striving to continually improve knowledge and expertise.</i></p>

QUALIFICATIONS AND EXPERIENCE:

This section sets out the previous experience, technical abilities, and professional qualifications required to perform the role.

ESSENTIAL	GOOD TO HAVE
<p><i>Qualified Mechanical or Electrical Engineer, Fitter or Turner.</i></p> <p><i>Proven practical experience in a similar role.</i></p> <p><i>Experience in a sawmill, manufacturing, or other heavy industry.</i></p> <p><i>Demonstrated experience in leading and developing high-performing teams.</i></p> <p><i>Proven track record in strategic planning, operational management, and achieving business growth objectives.</i></p> <p><i>Experience managing multi-site operations or regional teams.</i></p>	<p><i>Working at Heights certificate.</i></p> <p><i>Confined Space certificate.</i></p> <p><i>OSH Forklift License.</i></p> <p><i>Experience in pneumatics and hydraulic repairs.</i></p> <p><i>Experience in stakeholder engagement at a senior or board level.</i></p> <p><i>Exposure to change management and continuous improvement frameworks.</i></p>

KEY BEHAVIOURS:

- *Strategic thinker*
- *Commercially aware*
- *Effective communicator and negotiator*
- *Analytical and data-driven*
- *Resilient*
- *Composed under pressure*
- *Collaborative team player*
- *Adaptable and flexible*
- *Accountable and responsible*
- *Inspirational and motivational leader*
- *Innovative and creative problem solver*
- *Ethical and integrity driven*
- *Mentoring and coaching capabilities*
- *Strong organization and prioritisation skills*
- *Commercially astute with financial literacy*

OTHER REQUIREMENTS:

All employees of Niagara Sawmilling Company Limited are obligated to report any accidents, incidents, near misses, or hazards promptly to the appropriate persons. They are also expected to understand and abide by our Company Rules & Policy and Code of Conduct and any other standard operating procedures, rules or instructions given to them by their manager or supervisor.

From time to time it may become necessary consider making changes to this job description which will normally be initiated by the manager for the position. This may happen because of changes in nature or structure of our core business, the annual performance review, technological changes, procedural amendments or legislative / statutory requirements. Where any such change is envisaged you will be advised and consulted accordingly.

JOB DESCRIPTION



ACKNOWLEDGMENT & AGREEMENT:

EMPLOYEE	MANAGER
<i>Signature:</i>	<i>Signature:</i>
<i>Date:</i>	<i>Date:</i>