IFFCO
INVESTING IN THE FUTURE

JOB DESCRIPTION

Position Title: Associate Manager-Maintenance	**Band: AM**
Business Group: Oil & Fats	**Business Unit: IFFCO Somaliland**
Department: Plant	**Location: Berbera**
Administrative Reporting: Manager-Plant Operations	**Functional Reporting: Manager-Plant Operations**
Direct Reports: Technicians, Supervisors	

Job Summary

- To lead and oversee seamless maintenance operations including electrical, mechanical, civil and utilities maintenance and ensure that there is no production loss due to non-availability of machinery

Roles & Responsibilities

- Develop the short term and long term maintenance strategy for the plant in line with the overall operations strategy
- Formulate end to end maintenance planning framework and prepare preventive and predictive maintenance mechanisms in alignment with the production targets and schedules
- Participate in the budgeting exercise and provide inputs on maintenance cost estimate and other utility costs
- Devise and implement safety improvements, capacity enhancements, cost optimization and process improvement (ISO, Kaizen, 5S, 6 SIGMA etc.) practices at the plant
- Ensure end to end availability and upkeep of plant machinery, perform machine lifecycle assessment and oversee repairs as and when required
- Maintain facility performance standards by maximizing equipment reliability/productivity and utilizing process tools and knowledge of system capability to set and achieve performance standards
- Monitor maintenance budget utilization and analyze variance to take corrective action
- Ensure 100 % safety for men and machines from undue accidents happening due to machine health, installation and operations
- Ensure documentation of Standard Operating Procedures (SOPs) for the maintenance and repair work and ensure maintenance of optimum inventory levels as per plant goals
- Identify critical spares and solicit timely purchase requests. Follow up for deliveries with purchase teams and maintain an inventory of spares required for various machines to ensure availability of critical spares and control
- Plan for preventive maintenance and planned plant shut down schedules in consultation with the Plant Manager and regularly monitor the preventive maintenance and breakdown maintenance reports
- Ensure timely and accurate data recording for all breakdowns capturing downtime, reason for breakdown, resolution etc.
- Prepare shift report capturing breakdown duration, nature of breakdown, time to resolve, nature of solutions etc. for the breakdowns handled; Share the report with the seniors for consolidation
- Analyze recurring issues and breakdowns in the shift and propose actions to the Head Operations
- Initiate corrective actions for all unplanned breakdowns in minimum time to prevent any production loss due to the unavailability of equipment
- Ensure periodic evaluation of all equipment suppliers, AMC vendors etc.
- Identify and implement process improvement opportunities, monitor effectiveness of initiatives and take corrective action
- Benchmark the best practices and analyze ideas generated by employees to improve existing processes and ensure cost reduction and productivity enhancement
- Review compliance to all production, quality and safety standards and finalize action plans to improve the level of compliance
- Ensure creation of a safe working environment through adherence to safety norms and implementation of required safety practices People Management
- Allocate work to subordinates, nominate for training as per guidelines, conduct performance reviews and manage leave and overtime to ensure efficiency.
- Participate in the identification of training and development initiatives for all subordinates

- Drive. the engagement and satisfaction of the team through holding periodic meetings to discuss the achievements and address any employee issues and/or concerns

Key Performance Indicators (KPIs)

1. % adherence to Equipment Maintenance Budget Plan
2. % decrease in machine downtime
3. Number of cases of stock out of Spare parts
4. % adherence to the plan for hazardous wastes disposal
5. % reduction in repeated machinery failure
6. MTTR and MTBF
7. % compliance with the regulations laid down by statutory bodies for environment related compliances (air, water, land, pollution etc.)
8. % achievement of cost reduction targets for the department as per plan

Work Experience

- Minimum 7+ years of plant maintenance experience with at-least 4 years as a Maintenance manager, preferably in a similar industry

Qualifications

- Engineering degree with specialization in in Mechanical/ Electrical engineering

SKILLS

- Communication Skills –good written and oral communication skills
- Problem Solving ability
- Team Management and leadership
- Ability to handle stress
- Negotiation skills
- Ability of put ones point across
- Planning and prioritizing
- Computer Skills – Must have experience with Microsoft Office programs
- Knowledge of manufacturing process and internal practices
- Understanding of business

Competencies

Technical	Behavioral
Conflict Management	
Manufacturing Operations and Industry Practices	
Safety Procedures and Norms	
Industry Regulations and Norms	
Cost Management	
Engineering and Maintenance Standards	
Driving Results	
Ownership and Accountability	
Self and Team Management	
Planning & Decision Making	
Strategic Thinking	
Change Management	

Additional Remarks