



## Job Description

**Job Title:** General Maintenance Supervisor      **Location:** Kingsford, SA  
**Business Unit:** Beverage/Glass      **Job Family:** Engineering  
**Reports To:** Engineering Manager

### 1. Job Overview

*Briefly summarise the job's primary purpose (why the job exists).*

To ensure maximum reliability and performance of all equipment and ancillary services required to process raw material into molten glass and from molten glass into glass bottles including transport and process into a packed product within an allocated budget. In order to ensure this maximum reliability, the professional holding this position should lead the General Maintenance Department and contribute with the asset maintenance management of equipment as well as the close coordination with other engineering disciplines such as electrical, process control and IS maintenance where gaps in this knowledge exist to maintain always a standard of performance. In addition to working together with other engineering disciplines to maximize reliability, the professional is expected to have a good communication with operations departments such as Batch & Furnace, Production and Finish Products to maintain them informed of the asset reliability performance, any maintenance activities or potential issues that could hinder the reliability of the equipment in their area.

### 2. Job Dimensions

*Indicate the significant dimensions of the job, (eg Revenue, Budget, Expenditure, no. of team members directly reporting to this job).*

Manage General Maintenance budget  
1 direct report  
4 maintenance supervisor/coordinator peers in the engineering department.  
7 trade co-workers within the area of responsibility

### 3. Principal Accountabilities

*Specific Workplace Health, Safety & Environment responsibilities in Appendix*

#### General accountabilities

- Develop and implement the preventative maintenance system
- Supervise and Lead the people and operations of the General Maintenance Department
- Collate and maintain the plant and equipment database
- Produce communicate and distribute the planned maintenance schedules
- Manage data collection and information gathering to more effectively provide planned maintenance solutions.



- Maintain services to Operations, these include but may not be limited to:
- Manage Oil Analysis, Vibration Analysis, Thermography, Ultrasonic Testing
- Utilities and Ancillary Services
  - Compressed Air
  - Cooling and Process Water Treatment
  - Reverse Osmosis
  - Air-conditioning
  - Pavements
  - Buildings
  - Spill Control
- Maintain all associated equipment in Batch Plant
  - Elevators
  - Conveyors
  - Vibrators
  - Crusher
  - Blowers as required
- Maintain Furnace and Support Equipment
  - Refractory's
  - Furnace and Electrode Cooling
  - Combustion equipment – burners, fans etc
  - Glass Level
  - Batch Chargers
  - Electroboost systems
- Forming
  - Refractory
  - Servo delivery
  - IS Machine
  - Ware handling
- Cullet Recovery
  - Conveyors
  - Elevators
  - Scrapers
  - Hoppers
- Annealing Lehrs
  - Motor and gearbox
  - Rollers and bearings – NDT ultrasonic testing
  - Lehr mat
  - Burners and cooling
- Inspection
  - Conveyors
  - Inspection Machines
  - Laser Date Coders
- Packaging
  - Palletisers
  - Trolley Cars
  - Shrink Wrappers
  - Strappers
  - Stretch wrappers
  - Elevated and ground level pallet conveying
  - Automatic Guided Vehicles



- All plant equipment is to be maintained at a level, to deliver the highest efficiency and performance in areas such as: optimal energy usage, OEE, MTBF.
- Maintain Engineering Machinery, items such as Lathes, Mills, Various Saws, Laboratory Test Equipment and numerous other pieces of plant
- Work with direct labour and outsourced service suppliers to maximise equipment life, minimise unplanned outages and best utilise resources whether they be monetary or labour.

#### **Engineering**

- Report all items that cause the machinery to perform under standard and record all machine anomalies in the engineering computerised maintenance management system – MEX.
- Offer advice and possibly assistance during breakdowns to shift personnel during and out of normal hours of work.
- Share knowledge with other employee's to ensure the development of others and continuous improvement.
- Work with department Manager and Supervisor to achieve Key Performance Indicators set for the Engineering Department.
- Maintain a good working relationship with external customers;
- Develop and maintain a sound working relationships with engineering partners

#### **Quality**

- Support & adhere to GMP (Good Manufacturing Practises), FSQ, HACCP
- Adhere to all applicable quality systems and procedures via the MYOSH document control system

#### **Housekeeping**

- Ensure that all work areas, benches and environment comply with housekeeping standards
- Lead and support the 5 "S" methodologies

#### **Training**

- Maintain job competencies to improve workplace performance by participating in development and training initiatives;
- Manage/update the training matrix for employees and permanent contractors under direct control;
- Ensure that all employees and permanent contractors under direct control have completed all essential training requirements (e.g. confined space, forklift, EWWP, CTW/lock out procedures, etc).

#### **Human resources**

- Ensure work ethics is consistent with ORORA Glass's defined values and behaviours as detailed in the attachment.

## **4. Major challenges & complexities**

*Describe the most difficult types of problems and/or major challenges faced in performing the job.*

Orora Glass is a 24 hour 7 day a week facility which never stops. Most equipment is required to run the entire time nonstop and therefore there are very limited maintenance opportunities.

Bottle production is a hazardous (hot molten glass & high risk of cuts) and fully automated process. Ensuring that maintenance teams work in a safe careful manner is therefore critical to this roll

## 5. Relationships

List the titles of individuals, departments and organisations with which the job has the most frequent contact. This should include contacts both **inside** and **outside** the organisation.

| Internal                             | External             |
|--------------------------------------|----------------------|
| Batch and Furnace                    | Ahrens               |
| Production department/Shift Managers | Ultimate Engineering |
| Warehouse                            | External Contractors |
| Other Engineering Disciplines        |                      |

## 6. Qualifications/Requirements

### 6.1 Formal Qualifications and Experience

| QUALIFICATIONS – Level Required |                   |                      |         |          |               |         |           |
|---------------------------------|-------------------|----------------------|---------|----------|---------------|---------|-----------|
| Not Required                    | Trade Certificate | Advanced Certificate | Diploma | Degree   | Post Graduate | Masters | Doctorate |
|                                 |                   |                      |         | <b>X</b> |               |         |           |

D – Advanced Diploma

D - Mechanical trade papers

E – Mechanical/Electrical Engineering Degree

#### Experience:

E - At least 5 years in a similar role, which is; High speed equipment running 24/7 and therefore allowing only small windows of opportunity for maintenance or improvements/modifications

E – At least 5 years of experience in the maintenance and troubleshooting of Utilities Equipment (air compressors, vacuum systems, process and cooling water systems, cooling fans)

### 6.2 Knowledge/Skills/Abilities/Behaviours (please also refer to the core competencies reflected in the Orora Leadership Framework overleaf, in addition to defining any key technical skills or other key attributes specific for this position)

E = Essential D= Desired

#### Skills and Competencies:

E - Mentor & coaching abilities

E – Ability to manage & control tradespeople

E – Working knowledge of CMMS (computerised maintenance management systems - Preferably MEX)

D – Experience of the care asset management workflow concept

## 8. Organisational relationships

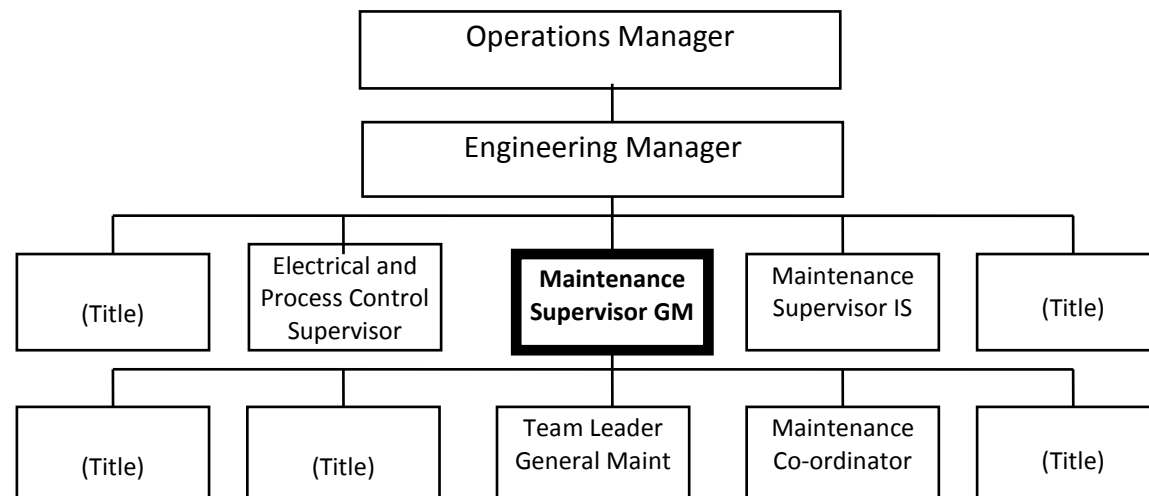
List the title of the position's immediate supervisor, next level supervisor, other positions reporting to the supervisor and the positions reporting to this position.  
List major areas of responsibility for individuals under direction of this position.

Next Level Supervisor/Manager

Immediate Supervisor/Manager

Other positions reporting to the Supervisor of this position

Other positions reporting to this position



No. of team members under each Direct Report

Major Areas of responsibility of other positions

reporting to this position Report

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Appendix 1

**The Orora Way**





*What We Deliver*

**OUTPERFORMANCE  
THROUGH...**

Customer Focus

Safety

Financial Discipline

Our People

ORORA

# ORORA LEADERSHIP FRAMEWORK

| COMPETENCIES                  | INDICATE LEVEL REQUIRED FOR THIS ROLE (✓) |           |               |
|-------------------------------|---|-----------|---------------|
| BUSINESS LEADERSHIP           | MANDATORY                                 | IMPORTANT | LESS RELEVANT |
| <b>LEADING SELF</b>           |   |           |               |
| • Command Skills              |   | *         |               |
| • Drive for Results           | *   |           |               |
| • Managerial Courage          |   |           | *             |
| <b>LEADING TEAMS</b>          |   |           |               |
| • Building Effective Teams    | *   |           |               |
| • Influencing Others          | *   |           |               |
| • Interpersonal Savvy         |   | *         |               |
| • Managing Diversity Man      |   |           | *             |
| • Motivating Others Moti      | *   |           |               |
| • Nose for Talent             |   |           | *             |
| • Organisational Awareness    |   | *         |               |
| • Process Management          | *   |           |               |
| <b>LEADING THE BUSINESS</b>   |   |           |               |
| • Business Acumen             |   | *         |               |
| • Creativity                  |   |           | *             |
| • Customer Focus              | *   |           |               |
| • Dealing with Ambiguity      | *   |           |               |
| • Innovation Management       |   | *         |               |
| • Learning on the Fly         |   | *         |               |
| • Managing Vision & Purpose   |   | *         |               |
| • Strategic Agility           |   |           | *             |
| OPERATIONAL LEADERSHIP        | MANDATORY                                 | IMPORTANT | LESS RELEVANT |
| <b>OPERATIONAL EXECUTION</b>  |   |           |               |
| • Conflict management         | *   |           |               |
| • Delegation                  | *   |           |               |
| • Developing Direct Reports   |   | *         |               |
| • Directing Others            |   | *         |               |
| • Functional/Technical Skills | *   |           |               |
| • Managing & Measuring Work   |   | *         |               |
| • Organising                  |   | *         |               |
| • Priority Setting            | *   |           |               |



## Appendix 2

### **Health, Safety ,Environment & Quality (HSEQ) Responsibilities & Authority**

#### **Group General Managers & General Managers**

- A personal and on-going commitment to ZERO Harm (People and Environment)
- A personal and on-going commitment to achieving world class, quality , product safety and customer service
- A personal (and ongoing) awareness of the Health and Safety hazards and Environmental impacts and risks which arise from Orora Limited's undertaking in relation to their area of responsibility.
- OHS, Environment, Quality and Sustainability policies and strategies communicated and deployed within divisions.
- Processes to ensure legal compliance for the area of responsibility.
- Divisional plans implemented in line with the Orora business plan.
- Endorse and support the Risk Management process for Safety, Environment and Quality.
- Understand the business HSEQ Risk Profile and ensure risks are managed adequately
- Ensure HSEQ is an agenda item in all team meetings.
- Ensure HSEQ responsibilities are included in position descriptions and performance reviews.
- Ensure communication with Health and Safety Representatives as part of the management of change activities.
- Ensure appropriate resources for HSEQ are included in budget planning.
- Ensure appropriate budgetary allowance for materials and equipment, as required, to ensure a safe working environment.

The Authority to make decisions and act on any matter of HSEQ management within their area and level of responsibility.

#### **Regional/Site Managers**

- A personal and on-going commitment to ZERO Harm (People and Environment)
- A personal and on-going commitment to achieving world class, quality , product safety and customer service
- A personal (and on-going) awareness of the Health and Safety hazards and Environmental impacts and risks which arise from ORORA Limited's undertaking in relation to their area of responsibility.
- OHS, Environment, Quality and Sustainability policies and strategies communicated and deployed within divisions.
- Ensure all team members, contractors and visitors have undertaken departmental HSEQ inductions.
- Ensure the Health, Safety, Environmental and Quality Management System (HSEQMS) is implemented and maintained
- Endorse and support the Risk Management process for Safety, Environment and Quality.
- Understand the business HSEQ Risk Profile and ensure risks are managed adequately
- Standard Operating Procedures (SOP's) to be developed and implemented in accordance with departmental risk profile.
- Ensure safe systems of work (SOP's, JSEA's, risk assessment, workplace inspections etc) are implemented and monitored as per the HSEQ management system.
- Ensure HSEQ is an agenda item in all team meetings.
- Ensure required HSEQ training is undertaken.
- Ensure all hazards/incidents are reported, documented and investigated and corrective actions are addressed.
- Resources are allocated to HSEQ functions in the area of responsibility.
- Support Health and Safety Representatives to manage HSEQ-related functions within their responsibility.
- Consult with team members, contractors and visitors in relation to health, safety, environment and quality matters for their workplace.

The Authority to make decisions and act on any matter of HSEQ management within their area and level of responsibility.

#### **All team members**

- A personal and on-going commitment to ZERO Harm (People and Environment)
- A personal and on-going commitment to achieving world class, quality , product safety and customer service
- Take reasonable care for their personal health and safety.
- Take reasonable care for the health and safety of persons who may be affected by their acts or omissions at a workplace.
- Co-operate with employer representatives with respect to any action taken by ORORA to comply with any legislative requirements; and
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of HSEQ.
- Inform the company of any medical conditions that may impact on their health and safety.
- Follow all reasonable written and verbal procedures and SOP's, practices and directions.
- Cease work if it is considered unsafe.
- Report any HSEQ issues.
- Report all Health, Safety and Environmental injuries and incidents, including near miss incidents to immediate manager.