

JOB PROFILE

Job Title	Incumbent	Division	Department	Letter Grade
Technician Mechatronics	As specified	Supply	Maintenance	Non-Executive 3

Empty space for additional information or notes

Purpose of position	Qualification & Experience Required
<ul style="list-style-type: none"> Provide 2nd line maintenance support to the line in the event of equipment failures Execute planned preventative maintenance Execute planned, corrective, break-in work , condition based and predictive maintenance Perform faultfinding and a structured break down analysis on failed components Coaching and Mentoring of assigned Interns 	<p>Diploma Mechatronics Engineering with a minimum of 2 years' experience in a FMCG manufacturing plant</p> <p>Skills required</p> <ul style="list-style-type: none"> Computer Literacy MS Office Siemens S7 Fundamentals Read electrical drawings Read mechanical drawings Experience in process engineering and PID Variable Speed Drives AC Motor Maintenance ASI Bus networks

	<ul style="list-style-type: none"> • Sensor & Encoder selection and maintenance • Pump Mech. Maint • Pneumatics • Gearbox Mech Repairs • RCA (5why)
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Expected Outputs & Assessments (Competency) Assessment/Competency measurement refers to the results required from each output. It assists the Line Manager to determine whether the output has been achieved by specifying the type/degree/extent of the outcome	
Output/Key Performance Indicators	Competency/Assessment Criteria
Prepared planned maintenance Activities <ul style="list-style-type: none"> • Works order obtained for all planned activities from maintenance planner/ controller. • All relevant information obtained to conduct activities - eg drawings, manufacturers manual etc. • Spares and tools required are located and obtained • Jobs prioritized to maximize product quality and plant availability (within set maintenance schedule) • Permission to stop plant/ process and time required is negotiated with relevant customers. • Feedback provided timeously to planner/ controller on deviations to schedule and on work to be completed 	<ul style="list-style-type: none"> • Organise • Analytical ability • Attention to detail • Technical expertise
Executed Planned Maintenance Activities <ul style="list-style-type: none"> • Daily, weekly and shutdown activities executed according to schedule. • Plant/ process isolated as per relevant procedures. • Maintenance and repairs carried out as per works order meeting all the quality requirements. • Plant/ equipment/ process commissioned after job and handed over to customer for approval • Information collated, documented and feedback provided to relevant customers. 	<ul style="list-style-type: none"> • Organise • Technical expertise • Working within systems • Time Management • Manual Dexterity
Provided 2nd line breakdown support <ul style="list-style-type: none"> • Failures/ problems/ deviations investigated and root causes identified, verified and corrective action taken according to procedures. • Spares and tools obtained using the appropriate systems as per work instruction. 	<ul style="list-style-type: none"> • Analytical ability • Attention to detail • Technical expertise • Problem Solving Skills

<ul style="list-style-type: none"> • Breakdowns repaired with the minimum production downtime. • 3^d line support/ specialist called in immediately it is identified that repair cannot be effected without further support. • Report on breakdowns & repairs carried out completed as per work instruction. • Plant/ equipment/ process commissioned after job and handed over to customer for approval <p>Information/ feedback collated, documented and provided to relevant customers</p>	
Maintained Health & Safety standards <ul style="list-style-type: none"> • Statutory planned maintenance activities executed according to schedule. • All relevant Health & Safety legislation complied with • Unsafe conditions & work practices are identified and actioned • Relevant safety equipment and protective clothing are utilized • Hazardous substances are used, handled and disposed of as per procedures. • Health & Safety incidents are reported & actioned as per procedures. • All housekeeping standards are adhered to as per 5S principles • Implement 5S in own workstation 	<ul style="list-style-type: none"> • Organise • Technical expertise • Working within systems • Communication
Completed documentation <ul style="list-style-type: none"> • All works orders completed and signed off by maintenance controller • All reporting standards adhered to as per work instructions. • All root cause analyses recorded and documented according to required format. 	<ul style="list-style-type: none"> • Administration skills • Working within systems
Coached Technicians & Interns <ul style="list-style-type: none"> • Operator controlled system and process issues identified • Operators coached and trained to perform activities (within their scope of expertise) to ensure proper asset care. • Coaching provided on autonomous maintenance activities. 	<ul style="list-style-type: none"> • Coaching skills • Mentoring Skills

Underpinning Skills, Knowledge and Attributes					
Skills	Level	Knowledge	Level	Attributes	Level
Problem solving and to be able to make independent decisions	High	Computer literacy in MS Word and Excel is required, with SAP, AutoCad and CMMS as an advantage	Low	Integrity	High
Effective interpersonal skills	High	Breakdown analysis 5 Why	High	Honesty	High
Planning & organising	Med		High	Flexibility	High

Coaching & Mentoring	High			Adaptability	High
Team work	High			Ability to perform on-the-job-training.	High
Numeracy	Med			Assertive	High
				Independent	Med
				Creativity	Med
				Tenacity	High
				Energy	High

Contacts			
Internal	Regularity	External	Regularity
Maintenance Controller	Daily	Suppliers	Ad Hoc
Sr Maintenance Manager	Frequently	Manufacturers	Ad hoc
Maintenance Planner	Daily	Maintenance Contractors	Ad hoc
Production Team Leaders and Executives	Daily		
Unit Managers production	Frequently		
Store Controller	Frequently		

Work Environment
Office is based in Enstek

Approved: _____
Divisional Head/Department Manager

_____ Date

Accepted: _____
Incumbent

_____ Date