



CAREER OPPORTUNITY / VACANCY

Job Title	Mechanical Foreman
Department	Maintenance
Type of Employment	Permanent

PURPOSE OF THIS POSITION

To fit, machine and repair equipment related to the paper mill operations

PRODUCTIVITY

- Centrifugal pump stripping, repair and replacement including bearing and seal replacement as well as occasional machining of shafts and sleeves.
- Gearbox stripping, repair and replacement including bearing and seal replacement as well as occasional machining of shafts and sleeves.
- Roll repair and replacement including bearing and seal replacement as well as occasional machining of shafts and sleeves.
- Set up and repair of doctor blade holders.
- Multi-stage pump stripping, repair and replacement including bear and seal replacement.
- Agitator stripping, repair and replacement including bearing and seal replacement as well as occasional machining of shafts and sleeves.
- Pulper drive assembly stripping, repair and replacement including bearing and seal replacement as well as occasional machining of shafts and sleeves.
- Refiner stripping, repair and replacement including bearing, packing and plate replacement as well as occasional machining of shafts and sleeves.
- Motor fitting and alignment including pulley and belt fitting.
- General boiler maintenance as required.
- Any other general maintenance tasks that a qualified artisan could reasonably be expected to fulfil

PEOPLE MANAGEMENT

- To manage the personnel within the department with respect to discipline, attendance, leave, overtime, training and personnel development plans.
- To set and monitor objectives for sub-ordinates.
- To encourage team-based work structures to enhance the working environment.
- To set a strong example of leadership by motivating personnel to optimize individual performance levels.
- To assist with the development of the work place skills plan.
- To foster healthy relationships within the operation with respect to industrial relations.
- To comply with the company's policies at all times.

COST

- To aid with setting and managing the department's budget.
- To implement cost tracking methods.
- To ensure the most cost-effective repairs are undertaken.
- To ensure that spares stock is optimized.
- To use RCA methods to ensure permanent repairs are realised.



- To monitor energy consumption and recommend improved methods/technologies.
- To implement Continuous improvement projects.
- To assist the operations wherever necessary to improve the cost base.
- To control overtime to within budgeted levels.

SAFETY AND QUALITY

Quality

- To ensure that all machines and equipment are in good working order to prevent quality defects.
- To ensure that workmanship is of a high calibre preventing rework and unnecessary downtime.

Safety

- To comply in all respects with government legislation regarding electrical installations.
- To ensure relevant procedures are drawn up, implemented and maintained.
- To actively participate in the operations safety programmes.
- To stay abreast of all relevant legislation.
- To ensure a zero-injury rate is achieved.
- To ensure the integrity of all safety devices on all machines and equipment.
- To ensure that all installation work undertaken must meet accepted standards and to comply at all times with the OSH Act.
- To maintain the appointed Championship.
- To identify and report potential risks or issues concerning machines, equipment or personnel that could lead to financial or operational damage

ADHOC TASKS

- Assisting with ad hoc tasks and enquiries if and when required.

EDUCATIONAL REQUIREMENTS

- A minimum 5 years' post apprenticeship experience.
- Ideal Qualification: N6, Fitter & Turner Trade Test.
- Advantageous: FMCG and previous experience working in a paper mill.

REQUIREMENTS - EXPERIENCE

- Knowledge of general maintenance and repairs with specific reference to the Pulp and Paper industry or other related process industry.
- Ability to read specifications.
- Analyse information and using logic to address work related issues and problems.
- Basic health and safety requirements.
- Must be literate and able to read, write and speak in English.
- Must be able to work under pressure.
- Basic environmental requirements.
- Hydraulic and Pneumatic experience
- Printing experience



VAT NO. 4800150338 / VAT NO. 4680244441
REG. NO. 1988/070494/07 / 2007/027250/07



APPLICATION FOR THIS POSITION

- Your **CV** must please be submitted to **Sharon Winter** via e-mail: swinter@upap.co.za
- Open for all candidates who meet the minimum criteria.

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