

<b>JOB TITLE</b>	<b>Electrical Engineer</b>
<b>COMPANY</b>	Universal Paper & Plastics
<b>DEPARTMENT</b>	Maintenance
<b>PURPOSE OF THIS POSITION</b>	
To ensure that the Electrical Department is well managed and that the support to the operational areas is sustained at an appropriate level to reduce all levels of equipment related downtime, minimize maintenance costs and ensure optimal asset life. This position is seen as being a key player in both the corrective and preventative maintenance processes for all our electrical, electronics, instrumentations and controls across all factories.	
<b>JOB TASKS &amp; RESPONSIBILITIES</b>	
<b>Planning and Productivity</b> <ul style="list-style-type: none"> <li>– Ensure that maintenance on machines, equipment and buildings are performed on a continuous basis and to the right quality standard.</li> <li>– Responsible for shutdown work and maintenance on machines.</li> <li>– Responsible for ensuring 100% availability on utilities.</li> <li>– Responsible for permanent corrective actions in the event of electrical breakdowns.</li> <li>– Developing inventory lists and ensuring spares are made available.</li> <li>– Develop and execute preventative maintenance schedules on electrical equipment.</li> <li>– To improve and maintain the CMMS to provide the basis for development towards predictive maintenance</li> <li>– To provide technical support to end users, personnel within the Engineering Department and third-party Contractors.</li> <li>– To develop new systems and modify and maintain existing systems to ensure optimal performance.</li> <li>– To produce drawings and BOQs.</li> <li>– To manage and implement projects from conception, execution, commissioning to hand over, and ensure objectives are achieved</li> <li>– To ensure downtime objectives are achieved.</li> <li>– To ensure corrective actions in the event of breakdowns.</li> <li>– To use RCA methods to ensure permanent repairs and modifications are realized.</li> <li>– To implement Continuous improvement projects.</li> <li>– To assist the operations wherever necessary to improve the cost base.</li> <li>– Provide weekly and monthly reports, and project reports if new projects are implemented.</li> <li>– Complete required documentation of repairs and service information as well as job cards</li> </ul>	<b>Health and Safety</b> <ul style="list-style-type: none"> <li>– To comply in all respects with government legislation regarding electrical installations.</li> <li>– To ensure relevant procedures are drawn up, implemented, and maintained.</li> <li>– To drive electrical safety in the business.</li> <li>– To actively participate in the operations safety programme.</li> <li>– To stay abreast of all relevant legislation.</li> <li>– To ensure a zero-injury rate is achieved.</li> <li>– To ensure the integrity of all safety devices on all machines and equipment.</li> <li>– To ensure that all installation work undertaken must meet accepted standards and to always comply with the OSH Act.</li> <li>– To identify and report potential risks or issues concerning machines, equipment or personnel that could lead to financial or operational damage.</li> <li>– To conduct electrical audits &amp; ensure non-conformances are closed in full.</li> </ul>
<b>Cost</b> <ul style="list-style-type: none"> <li>– To maintain the department's budget and strive to improve the cost base and budgeting accuracy.</li> <li>– To track maintenance costs to ensure compliance to budget and effect life cycle costing methodologies.</li> </ul>	<b>People Management</b> <ul style="list-style-type: none"> <li>– To manage the personnel within the department with respect to discipline, attendance, leave, overtime, training, and personnel development plans.</li> <li>– To conduct performance management reviews as per the company policy.</li> <li>– To set and monitor objectives for sub-ordinates.</li> <li>– To encourage team-based work structures to enhance the working environment.</li> <li>– To set a strong example of leadership by motivating personnel to optimize individual performance levels and emulating the company's values.</li> <li>– To assist with the development of the workplace skills plan.</li> <li>– To foster healthy relationships within the operation with respect to industrial relations.</li> <li>– To always comply with the companies' policies.</li> <li>– To encourage an open and harmonious working environment</li> <li>– To structure developmental paths for sub-ordinates as required.</li> <li>– To pass on both technical and managerial skills to individuals within the organisation</li> <li>– To stand in for the maintenance manager in case of absence.</li> </ul>

- To ensure the most cost-effective repairs are undertaken.
- To ensure the correct and optimum spares stock is maintained

## Quality

- To ensure that all systems on the machines are always in good working order to prevent quality defects.
- To ensure that workmanship is of a high calibre preventing rework and unnecessary downtime.
- To actively participate in the operation's ISO systems.
- To ensure that all key calibrations are done to ensure consistency in the product quality produced.
- To participate in external audits

## KNOWLEDGE, SKILLS & ABILITIES REQUIRED

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| <ul style="list-style-type: none"> <li>– Knowledge of general maintenance and repairs with specific reference to electrical systems.</li> <li>– Preferably good knowledge of the Pulp and Paper &amp; Tissue converting industry or other related process industry.</li> <li>– Ability to read specifications and technical drawings.</li> <li>– Analyse information and using logic to address work related issues and problems.</li> <li>– Comprehensive knowledge of health and safety requirements.</li> </ul> | <ul style="list-style-type: none"> <li>– Must be literate and able to read, write and speak in English.</li> <li>– Must be able to work under pressure.</li> <li>– Comprehensive knowledge of environmental requirements.</li> <li>– Excellent understanding of electrical systems and the operation thereof.</li> <li>– Capacity to work alone as well as work in a team.</li> <li>– Computer literacy: MS Office essential; MS Project beneficial. Conversant with CMMS systems.</li> </ul> |
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## MINIMUM REQUIREMENTS

1. At least 3 years engineering management experience in leading a team.
2. Ideal: BSc/BEng/BTech Electrical Engineering.
3. Advantageous: FMCG and previous experience working in a paper converting / paper-mill.
4. Strong leadership abilities, consistently displayed.
5. Strong electrical background.

## APPLICATION

- Submit your CV to Shamiek Narrandes at [snarrandes@upap.co.za](mailto:snarrandes@upap.co.za)
- **Proof of qualifications must accompany the application.**