

<b>JOB TITLE</b>	<b>Apprentice Fitter &amp; Turner</b>
<b>COMPANY</b>	Universal Paper and Plastics
<b>DEPARTMENT</b>	Maintenance
<b>PURPOSE OF THIS POSITION</b>	
To ensure that that all machines and equipment are kept in a good and reliable condition, for maximum production and lowest downtime. Overall responsibility is the mechanical maintenance and repairs in the Roll, Serviette, and Ink Factories so that they are well managed and that the support to the operational areas is sustained at an appropriate level to reduce downtime, minimize maintenance costs and ensure optimal asset life. Will be required to be available after hours and perform standby duties as and when the situation calls for it.	
<b>JOB TASKS &amp; RESPONSIBILITIES</b>	
<b>Planning &amp; 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 mechanical maintenance on machines.</li> <li>– Responsible for permanent corrective actions in the event of breakdowns.</li> <li>– Developing inventory lists and ensuring spares are made available.</li> <li>– Attend to breakdowns on machines as soon as possible.</li> <li>– Develop and execute preventative maintenance schedules on mechanical equipment.</li> <li>– Assist in changeovers of major machinery parts such as embossers, folding cylinders, etc</li> <li>– Perform effective troubleshooting to identify hazards or malfunctions and repair or replace parts as needed</li> <li>– To be involved in new projects and implementation.</li> <li>– Centrifugal pump stripping, repair and replacement including bearing and seal replacement as well as occasional machining of shafts and sleeves.</li> <li>– Gearbox stripping, repair and replacement including bearing and seal replacement as well as occasional machining of shafts and sleeves.</li> <li>– Roll repair and replacement including bearing and seal replacement as well as occasional machining of shafts and sleeves.</li> <li>– Multi-stage pump stripping, repair and replacement including bearing and seal replacement.</li> <li>– Motor fitting and alignment including pulley and belt fitting.</li> <li>– Any other general maintenance tasks that a qualified artisan could reasonably be expected to fulfil.</li> </ul>	<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>– To comply in all respects with government legislation regarding all mechanical installations.</li> <li>– To ensure relevant procedures are drawn up, implemented and maintained.</li> <li>– To actively participate in the operations safety programme.</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 comply at all times with the OHS 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>– Complete required documentation of repairs and service information as well as job cards</li> </ul> <b>Adhoc</b> <ul style="list-style-type: none"> <li>– Assisting with ad hoc tasks and enquiries if and when required.</li> </ul> <b>Subordination</b> <ul style="list-style-type: none"> <li>– The apprentice will not be permitted to carry out any maintenance work without the supervision of a qualified artisan</li> <li>– The apprentice is not permitted to sign off any safety or work permits</li> </ul> <b>Quality</b> <ul style="list-style-type: none"> <li>– To actively participate in the operation's ISO systems</li> <li>– To ensure that all machines and equipment are in good working order to prevent quality defects.</li> <li>– To ensure that workmanship is of a high calibre preventing rework and unnecessary downtime.</li> </ul>
<b>KNOWLEDGE AND SKILLS REQUIRED</b>	
<ol style="list-style-type: none"> <li>1. Must have institutional training</li> <li>2. Understand basic Health and Safety protocols</li> <li>3. Must be willing to learn</li> </ol>	

MINIMUM REQUIREMENTS	APPLICATION
<ol style="list-style-type: none"><li>1. Minimum of N2 in mechanical trade theory</li><li>2. Must have institutional training and logbook</li></ol>	<ul style="list-style-type: none"><li>- Submit your CV to Shamiek Narrandes via email at <a href="mailto:snarrandes@upap.co.za">snarrandes@upap.co.za</a></li><li>- <b>Proof of qualifications must accompany the application.</b></li></ul>