

Internal/External Advert

DIVISION: Pelchem (SOC) LTD
DEPARTMENT: Maintenance & Engineering
VACANCY: **Maintenance Manager**
SALARY BAND: D1/D2
POST STATUS: Permanent Position

EC15427

Be part of Pelchem, the sole fluorochemicals manufacturer and supplier in the Southern Hemisphere.

Dynamic changes in the industry combined with an increasing portfolio and the need to enhance the South African fluorochemicals sector has necessitated Pelchem to embark on expansion and growth trajectory.

Job profile:

Responsible for the overall management and implementation of Pelchem's infrastructure and plant asset management and to provide engineering and technical solutions.

Key Performance Areas

Strategic Asset management (maintenance)

- Develop an effective maintenance strategy for the maintenance department
- Asset Management Plan
- Maintenance strategy
- Spares Strategy
- Resource requirements
- Management of maintenance section
- Manage and oversee the planning of work done on the plant and equipment
- Manage and oversee the disposal of scrap or damage equipment's/components in a cost effective manner
- Manage and oversee the section risks
- Manage and oversee the rotatable/refurbishable equipment
- Manage and oversee the quality assurance and quality control of procured equipment's/components/spares
- Ensure proper housekeeping of the plant and workshops

People management

- Implement and maintain a team-based approach to support effective business results within the Maintenance Section.
- Develop and sustain a culture of high safety, performance, professionalism and integrity to support overall quality of service.

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- Ensure roles and responsibilities are clearly defined for all personnel in area of responsibility.
- Allocate resources so that Section Managers and Supervisors can achieve Maintenance Section objectives.
- Manage performance of Section Managers and Supervisors constructively.
- Ensure training and development takes place so that managers and supervisors are equipped to meet Maintenance targets and requirement
- Ensure effective recruitment processes in conjunction with the HR department.

Compliance with SHEQ requirements

- Implement and maintain safety regulations and requirements.
- Ensure compliance with the OHS Act and relevant quality standards (ISO 9000 & ISO 14001).
- Ensure implementation of recommendations from audit reports, action plans and incident reports.
- Ensure that personnel comply with safety standards and personal protective equipment (PPE) requirements.

Maintenance management

- Coordinate and prioritize maintenance based on Pelchem's sales budget and production priorities
- Monitor maintenance trends to ensure the production plants is within plant availability parameters.
- Ensure the plant is well maintained and defects are raised; planned for, addressed and job card closed.
- Do maintenance according to maintenance procedure and specifications.
- Champion a continuous improvement culture within the Maintenance environment.
- Ensure all plant maintenance documentation (work procedures, work instructions, drawings, waste plans, etc) are regularly updated.
- Identifying productivity and safety improvement projects and changes to the plants.
- Manage and oversee the planned outages by ensuring details scopes of work; schedule; costs; risk and quality plans are sign-off and approved before commencement of the works.
- Manage and oversee Pelchem ponds.

Financial management and Budgeting

- Provide input to appropriate stakeholders to ensure organizational financial and budget requirements are met.
- Apply appropriate financial controls to ensure expenditure levels are prudent, and wastage is limited.
- Manage and ensure procurement is according to PFMA and Pelchem Policies.
- Manage and oversee the maintenance stores in terms of maintaining cost effective stock levels and procurement thereof.

Job specific competencies and knowledge

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- Knowledge of chemical processes
- Knowledge of investigation methods
- Knowledge of Occupational Health and Safety Act
- Knowledge of ISO 9001 & ISO14001 standard
- Computer literacy
- Financial management and budgeting
- Business management principles
- Financial management and budgeting
- Strategic thinking
- Human Resources related statutory requirements (e.g. EE, LRA, BCEA, etc.)
- Leadership competencies

Job related skills

- Communication skills
- Good interpersonal skills
- Proper planning and time management skills
- Report writing
- Problem solving
- Conflict management
- Negotiation skills

Personal attributes

- Trust and Integrity
- Ethical behaviour
- Decisive and accountable
- Team player
- Must be able to work under pressure

Minimum Qualification and Experience

N6 Technical National Diploma in Engineering + 15 years' Experience in operation and management of medium to heavy duty plant machinery [chemical/process plants experience will be advantage]

National Diploma in Engineering + 10 years' Experience in operation and management of medium to heavy duty plant machinery [chemical/process plants experience will be advantage]

B-Tech Degree in Engineering + 7 years' Experience in operation and management of medium to heavy duty plant machinery [chemical/process plants experience will be advantage]

BEng/BSc Degree in Engineering + 5 years' Experience in operation and management of medium to heavy duty plant machinery [chemical/process plants experience will be advantage]

A business management or financial management qualification would be an added advantage

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Closing date: 30 June 2018

CONTACT PERSON

Ms. Khanyisa Maluleke

Tel: X 4708

Building: Beva E3/E4

Room: 325K (Third floor)

Please forward your updated CV with certified copies of your educational qualifications to Khanyisa.maluleke@pelchem.co.za

GENERAL:

Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.