



## POSITION DESCRIPTION

Document No: HR PD 23  
Version: 1  
Modified: 11/01/2019  
Modified by: M Wickfeldt  
Approved by: HR Manager

<b>Job Title</b>	<b>Maintenance Technician (Trade)</b>
<b>Location</b>	Bairnsdale
<b>Reports to</b>	Maintenance Manager
<b>Time Fraction</b>	Full Time
<b>Probationary Period</b>	A three-month probationary period will apply

### DENNISON FOOD MANUFACTURING

Dennison Foods Manufacturing (**DFM**) was established in 1999 by Peter and Julie Dennison and is now a 2nd generation and still privately-owned business after it was bought outright by Jeremy Dennison in 2012. Jeremy is passionate about innovation, investing in the business for future growth and manufacturing excellence.

### POSITION OBJECTIVE

The position of Maintenance Technician (Trade) is one of support to the Maintenance Manager who is responsible for overseeing that plant and equipment are always in good running condition. This position has a focus on preventative maintenance and repair within the manufacturing plant and is to be expected to oversee this in the absence of the Maintenance Manager.

### VISION

DFM is a '**can do**' business that provides **quality** products to its customers

### MISSION

To operate a **sustainable** business by being innovation and invest in the latest technology.

To provide **flexible** solutions which exceed customer demands

To be the manufacture of choice for **quality** foods

### ORGANISATIONAL VALUES

1. **Integrity** - We do our jobs to the best of our ability and do what we say we are going to do.
2. **Determination** - We welcome challenges as an opportunity to demonstrate strength of character through flexibility and resilience.
3. **Pride** - We take responsibility in our actions and are accountable for the outcomes. We are proud of our brand, our colleagues and our achievements.
4. **Collaboration** - We work together as a team to achieve our mission and vision.
5. **Accomplishment** - We all contribute to achieving our set goals.

### Key Responsibilities:

- Repair, maintain or replacement of plant equipment and systems to ensure maximum production (quantity and quality) in line with the DFM corrective maintenance program.
- Maintains the workshop in a safe working environment, paying particular attention to OH&S requirements; chemical handling, hazardous substances and electrical safety management.
- Follow DFM policy when placing spare parts orders and or when engaging in contractor services.
- Be observant to the operation needs of plant equipment and systems to minimise unplanned downtime. This includes anticipation of potential issues / risks and liaising with the Maintenance Manager for solutions.
- Liaise with DFM contractors onsite and to adhere to DFM maintenance and OH&S requirements.
- To obtain an understanding of food safety and ensure compliance of relevant regulations.
- Meet regularly with the Maintenance Manager to confirm planned works, and to discuss planned production schedule and plant / equipment requirements.
- Be flexible with filling various shifts to cover 24-hour production.
- Be willing to take on various training courses to expand your knowledge / qualifications that can be utilised at DFM.
- Willing to perform tasks in a cool room/ freezer environment.
- Willing to be utilised in various multiskilled tasks as directed.

### LEADERSHIP

1. Understand and reflect DFM Values, Code of Conduct and Policies and Procedures and lead by example.
2. If qualified, to be able to coach/mentor potential future trade-interested personnel.
3. Suggest process improvements in key production areas where identified.
4. Is motivated and actively self-initiates improvement opportunities
5. Ability to develop and work with preventative maintenance programmes
6. Carry out Root Cause Analysis of faults as part of PM Program

### SKILLS / COMPETENCIES / PERSONAL ATTRIBUTES

- a) Qualified Fitter / Turner
- b) Electrical disconnect/reconnect licence (preferred)
- c) Excellent communication skills with a positive work ethic
- d) Good organisational and time management skills
- e) Ability to work autonomously and in a team environment
- f) Forklift licence HRW (preferred)
- g) Strong computer skillset
- h) Good attention to detail, fault finding and RCA
- i) Lathe Operation experience
- j) Mill Operation experience (preferred)
- k) Metal fabrication and welding experience essential

- l) Experience with hydraulics and pneumatics (preferred)
- m) A commitment to health & safety and food hygiene safety & quality
- n) Experience within a manufacturing environment (FMCG preferred)

## KEY RELATIONSHIPS

Include the Managing Director, Production Supervisors, Maintenance Manager, Finance & Planning Manager, and external contractors.

This position description is subject to change from time to time as the organisation may develop or restructure. Major changes of duties shall be the subject of discussion with the position incumbent.

## JOB DEMANDS CHECKLIST

DFM endeavours to provide a safe working environment for all staff. The table below describe the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

### Frequency definitions:

- I = Infrequent** Activity may be required very infrequently
- O = Occasional** Activity required occasionally, not necessarily all shifts
- F = Frequent** Activity required most shifts, up to 50% of the time
- C = Constant** Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
- N/A = Not Applicable** Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks		X			
Standing	Remain standing to perform tasks				X	
Walking	Periods of walking required to perform tasks			X		
Bending	Forward bending from waist to perform tasks			X		
Kneeling	Remaining in a kneeling position to perform tasks			X		
Lifting / Carrying	Light lifting and carrying			X		
	Moderate lifting and carrying			X		
	Assisted lifting (mechanical, equipment, person assist)			X		
Climbing, Working of Heights	Ascending and descending ladders, stools, scaffolding					X

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Pushing / Pulling	Moving objects e.g. trolleys		X			
Reaching	Arms fully extended forward or raised above shoulder		X			
Crouching	Adopting a crouching posture to perform tasks		X			
Foot Movement	Use of leg and/or foot to operate machinery			X		
Head Postures	Holding head in a position other than neutral (forward facing)			X		
Fingers/Hand/Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding				X	
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands				X	
Driving	Operating a motor-powered vehicle e.g. Use of DFM cars, deliveries, ride on mower, forklift etc		X			
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring protective measures		X			
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)		X			
Noise	Environmental/background noise necessitate people raising their voice to be heard		X			

## AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Managing Director Signature Date

**Jeremy Dennison**

\_\_\_\_\_  
Employee Name (Printed)