

## JOB DESCRIPTION

<b>Job Title:</b>	Maintenance & Production Manager	<b>Job Category:</b>	Manager
<b>Department/Group:</b>	Management	<b>Job Code/ Req#:</b>	N/A
<b>Location:</b>	Sariaya, Quezon Province	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Depending on Qualifications & Experience	<b>Position Type:</b>	Full Time – 2025 Q1 Hire
<b>HR Contact:</b>	Angel Delicano	<b>Date Posted:</b>	12 Jan 2025
<b>Will Train Applicant(s):</b>	N/A	<b>Posting Expires:</b>	N/A
<b>External Posting URL:</b>	<a href="http://www.berde-kaway.com/jobs">www.berde-kaway.com/jobs</a>		
<b>Internal Posting URL:</b>	N/A		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> Email: <a href="mailto:jobs@berde-kaway.com">jobs@berde-kaway.com</a>		<b>MAIL:</b> Email-only	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Reporting to the CEO</li> <li>2. Ensuring compliance: Ensuring compliance with health and safety regulations, company policies, and environmental standards</li> <li>3. Active member of the Company's OSH committee</li> <li>4. Managing maintenance: Leading maintenance activities, scheduling tasks, and prioritizing work</li> <li>5. Manage Planned Maintenance system: ensuring it is kept up to date, regularly reviewed as necessary</li> <li>6. Managing staff: Assist in Hiring, training, and firing staff, and ensuring they are managed effectively</li> <li>7. Ensure all statutory and equipment permitting are kept up to date</li> <li>8. Managing budgets: Managing maintenance budgets and ensuring they are in line with safety and legal regulation</li> <li>9. Creating reports: Creating reports on budgets, safety inspections, and production statistics</li> <li>10. Observing and monitoring equipment for efficient and trouble-free operations and managing down time</li> <li>11. Recommend &amp; Implement improvements for safety, productivity and energy saving</li> <li>12. Delegate tasks and set deadlines for maintenance and production staff</li> <li>13. Managing projects: Planning, organizing, and managing projects, and evaluating them regularly</li> <li>14. Become an active member of the technical team for future expansion projects and facilities</li> <li>15. Planning: Creating production schedules, estimating costs, and controlling costs / budgets</li> <li>16. Managing resources: Ordering materials, equipment, and facilities, and ensuring stock levels are adequate</li> <li>17. Quality control: Setting and enforcing quality standards, and monitoring productivity rates</li> <li>18. Team management: Supervising and managing junior staff, and providing guidance to maintenance &amp; production staff</li> <li>19. Training: Organizing training sessions for new &amp; existing employees</li> <li>20. Develop, review and update Standard Operating Procedures (SOPs)</li> </ol> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Registered Electrical Engineer (REE) or Registered Mechanical Engineer (RME) - current license</li> </ol>			



2. Good English Verbal & Written Skills

**PREFERRED SKILLS**

1. At least 7 years' experience in maintaining industrial production equipment or equipment installation & commissioning.
2. Production Management experience is a bonus, but will be supported by the CEO
3. Hands-on approach to working
4. Strong supervisory and leadership skills, and actively motivating staff / employees
5. Accountable for their actions and those of their team
6. Excellent computer skills and proficiency with MS office applications
7. Able to update and draw and update drawings in Autocad
8. Flexible working hours
9. Ability to prioritize tasks and to delegate them when appropriate.
10. Ability to identify issues and to determine actions required
11. Strong supervisory and leadership skills.
12. Ability to optimize production processes and energy usage.
13. Flexible working schedule

**ADDITIONAL NOTES**

1. The successful employee will be required to undertake a "Fit for Work" medical including Drug Testing, the cost of which shall be borne by / reimbursed by the company. Failure of the medical assessment as "Fit for Work" and/or the testing showing the use of drugs, except those for medical treatment prescribed by a doctor, will void any employment contract.
2. NBI Clearance will be required before starting
3. COE from previous employer(s) required prior to starting

Prepared By:	Mark Edmonds	Date:	12 Jan 2025
Last Updated By:	N/A	Date/Time:	N/A

