

## JOB DESCRIPTION

<b>Job Title:</b>	Maintenance Team leader	<b>Job Category:</b>	Team Leader
<b>Department/Group:</b>	Maintenance	<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 – Immediate 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. Hands on role, will also have duty as Team Leader Production when the factory is operating</li> <li>2. Carries out all activities with a high level of safety, and an active member of the OSH Committee</li> <li>3. Perform regular Inspections</li> <li>4. Diagnose Issues</li> <li>5. Carry out necessary Repairs with a professional standard, whilst minimizing downtime</li> <li>6. Ensure Machines function efficiency</li> <li>7. Recommend improvements for safety, productivity and energy saving</li> <li>8. Delegate tasks and set deadlines for maintenance and production staff</li> <li>9. Oversee day-to-day maintenance activities</li> <li>10. Monitor team performance and report on metrics</li> <li>11. Oversees work of assigned maintenance team employees, planned &amp; unplanned</li> <li>12. Evaluate systems or facilities to determine maintenance or repairs that need to be performed</li> <li>13. Ensures maintenance and repair work is completely safe, effective, and in a timely manner.</li> <li>14. Assists team members with technical issues or advanced problems with given assignments.</li> <li>15. Maintain Maintenance Logbooks</li> <li>16. Tracks and Coordinates statutory inspections and PTO/CEI renewals</li> <li>17. Work overtime and/or shift patterns when required (additional statutory salary)</li> </ol> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Tesda NCII Electrician or Mechanic (current license)</li> <li>2. Good English Verbal &amp; Written Skills</li> </ol> <p><b>PREFERRED SKILLS</b></p> <ol style="list-style-type: none"> <li>1. Registered Master Electrician or Certified Plant Mechanic (current license)</li> <li>2. At least 7 years' experience in maintaining industrial equipment or equipment installation &amp; commissioning</li> <li>3. Certified First Aider – or willing to be trained and practice first aid if ever necessary</li> <li>4. Able to read and understand technical drawings and equipment manuals</li> <li>5. Good Welder.</li> </ol>			



6. Ability to prioritize tasks and to delegate them when appropriate.
7. Ability to identify issues and to determine repairs that are needed.
8. Strong supervisory and leadership skills.
9. Ability to optimize production processes and energy usage.

**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

