

Position Description

Position Information

Position:	Engineering Apprentice
Location:	Mokai
Position Type:	Safety Sensitive
Date:	July 2018

Job Purpose

Reporting to the Engineering Manager, the Engineering Apprentice (Mechanical or Electrical) is responsible for **assisting** the Maintenance Technicians and Maintenance team to maximize the operational availability and efficiency of all utility supply, milk processing, drying and packing equipment including forklift trucks and other ancillary equipment through the timely and thorough execution of all planned maintenance and work orders.

The objective is for the Engineering Apprentice to achieve a level of competency to meet company standards and achieve a trade qualification. As a result, the Engineering Apprentice will fulfil a full time Maintenance Technician position at Miraka. (Expected time frame 3-4 years.)

It is expected through your apprenticeship, as your training and experience levels increase you will work towards performing the full position tasks (as you are deemed competently and safety able to do so) of a Maintenance Technician.

Dimensions

Operating Budget:	Nil	
Delegated Authorities:	Opex: nil	Capex: nil
Total staff:	Nil	

Relationships

Your immediate manager:	Engineering Manager
Positions reporting to the incumbent:	Nil
Functional Relationships:	Internal: Engineering team, Miraka staff, Contractors. External: Miraka Suppliers, Shareholders, industry participants, business community.

Miraka Pledge

Miraka will be commercially successful, built on strong relationships with a focus on quality products and the nurturing of our people.

Miraka Values

Kaitiakitanga	We will nurture our natural resources and people for a prosperous future [outcome: sustainability].
Integrity	We will take personal responsibility for our actions and will be open, honest and ethical in our behaviour [outcome: trusted and respectful relationships].
Excellence	We will all strive to perform beyond our best everyday [outcome: exceeding expectations].
Tikanga	We will be respectful of each other's cultural values [outcome: Respect diversity].
Innovation	We will be creative in generating new solutions and opportunities [outcome: a flexible, progressive business].

Key Accountabilities

Key Result Area	Duties and Responsibilities	Expected Outcomes
<p>Assisting with Site maintenance and Process improvement.</p>	<ul style="list-style-type: none"> • Assist the Maintenance Technicians with Carrying out preventative maintenance across utility supply, milk processing, drying and packing equipment including forklift trucks and other ancillary equipment. • Assist the Maintenance Technicians to ensure all daily, weekly, monthly and annual routine service requirements are executed 100% on time and to budget. • Complete basic maintenance errands and jobs as required and as deemed competent to undertake independently. • Assist with the process of reporting the sites critical spare parts inventory including re-order levels. • Support the Maintenance team as appropriate with improvement initiatives in the Plant. • Contribute to the achievement of Maintenance Best Practice. 	<ul style="list-style-type: none"> • Compliance against all regulatory and manufacturing requirements are achieved to the highest standards. • Planned maintenance is scheduled and completed 100% on time. • Process improvements are initiated.
<p>Quality assurance and HACCP Systems</p>	<ul style="list-style-type: none"> • To be aware of the company's quality management system and policies and support the ongoing compliance with regulatory requirements. • Ensure all maintenance practices follow the requirements of the principals of HACCP, QA, good manufacturing practices, sanitation standard operating procedures, and personal hygiene programs. • Promote quality achievement and performance improvement throughout the factory. • Support the component calibration process so that it is conducted in timely manner without conflict with the company's quality and regulatory obligations. 	<ul style="list-style-type: none"> • All maintenance activities conducted on time and budget without impact on the quality and efficiency of the plant.

Key Result Area	Duties and Responsibilities	Expected Outcomes
Environment, Safety & Management Compliance Health, Risk and	<ul style="list-style-type: none"> • Be aware of the company's health and safety policies, procedures and statutory requirements and comply with them. • Adhere to appropriate health, safety and risk management plans and ensure OSH compliance and minimize the Company's exposure in all ways. • Ensure that the Company's operations comply with all statutory requirements. • Support the implementation of effluent and air discharge reduction plans and manage consistent performance thereof. • Maintains a healthy and safe work environment in the plant. • Assist with staff and contractor inductions and permits. 	<ul style="list-style-type: none"> • All work is carried out in a safe manner and in accordance with company H&S practices. • Report any issues that could impact on the company's compliance or exposure. • Incident rates and LTI are minimised/eliminated. • The Plant is a safe and healthy environment to work in. • All staff are aware of the risks involved in their areas of activity. • All staff treat the production of food ingredients with importance and ethics and accept the responsibilities associated with hygiene and food safety and the non-negotiable standards required of them.
Relationship Management	<ul style="list-style-type: none"> • Maintain positive working relationship with the personnel working in the maintenance team including contractors and support staff. • Develop and maintain effective professional relationships with other Miraka staff, shareholders and other key stakeholders. • Takes responsibility for developing effective working relationships and liaison with regulatory and compliance agencies. 	<ul style="list-style-type: none"> • Strong and positive relationships exist with Miraka employees, contractors, suppliers and other stakeholders. • Effective working relationships exist with regulatory and compliance agencies.
Company pledge and values	<ul style="list-style-type: none"> • Understand and act in accordance with the company pledge and values. 	<ul style="list-style-type: none"> • The Miraka pledge and values are understood and the required outcomes are achieved.

Key Result Area	Duties and Responsibilities	Expected Outcomes
Other	<ul style="list-style-type: none"> Carry any other responsibilities as may be reasonably required and requested from time to time in the interests of the Company. 	<ul style="list-style-type: none"> The Company's best interests are served at all times.

Person Specification

Qualifications and Technical Skills	<ul style="list-style-type: none"> NCEA Level 1 & 2 (English and Maths) minimum
Experience and knowledge required for effective performance in the position, including personal attributes or core competencies	<ul style="list-style-type: none"> Reliable Positive 'can do' attitude Committed Dedicated Self-motivated, disciplined and an independent worker Adaptable, flexible, and supportive team player Curious and share a passion for learning Willing to contribute to the wider Miraka whanau and display Miraka values.
Experience working with Maori Trusts, Incorporations and Organization's	<ul style="list-style-type: none"> Prepared to positively embrace a work environment which celebrates diversity, particularly Maori protocols and values.