

Job Description
Millwright

Job Summary (Overall purpose and objective of the job)	
<ul style="list-style-type: none"> To Manage preventative and breakdown maintenance and ancillary equipment cleans, conduct call outs, and manage breakdowns, stoker repairs, setting electrical work and maintain plant in a safe operating condition. 	
Reports to	<ul style="list-style-type: none"> Manager
Qualifications	<ul style="list-style-type: none"> Millwright/red seal with electrical or Electrical and mechanical qualification advantageous.
Work Experience	<ul style="list-style-type: none"> Able to work independently Experience in boiler maintenance and operations is an advantage Millwright experience in electrical control panels and mechanical work. Preparing for statutory inspections and boiler repairs.
Abilities ,Skills & Knowledge	<ul style="list-style-type: none"> Accountability Customer orientation Honesty and Integrity Planning abilities Objective and results driven. Communication skills Potential leadership Creativity Team participation Equipment Maintenance Mechanical Skills
General duties	<ul style="list-style-type: none"> Perform all reasonable duties required within scope of this position in accordance with the manual of policy procedures to achieve company objectives. To follow any reasonable instruction given in a safe manor

Technical Abilities	Actions	Result Indicators
1. Supervision	1.1 Plan daily tasks and targets for maintenance and operations.	1.3.1 To regulate and control maintenance schedule.
	1.2 Create a weekly/Monthly and Yearly Preventive maintenance Plan.	1.3.2 Planned maintenance schedule and generate work list for the maintenance system.
	1.3 Maintain discipline and site safety.	1.3.3 Check logbooks for reported maintenance

		issues and sign off as checked.
2. Ensure production output targets are met.	<p>2.1 Monitor daily production reports for changes when on site.</p> <p>2.2 Investigate probable cause of machine breakdowns.</p> <p>2.3 Do daily maintenance and scheduled maintenance plan.</p>	<p>2.2.1 To ensure ultimate use of production resources to:</p> <ul style="list-style-type: none"> - Increase productivity. - Timeous delivered. - Acceptable quality on quantity <p>2.2.2 Check operator's logbook on all sites and maintenance schedules are completed.</p> <p>2.2.3 Ensure that maintenance logbook is up to date with all work performed daily and signed off for tracking purposes</p>
3. Performance control	<p>3.1 Site Visits</p> <p>3.2 Overtime control (minimise).</p> <p>3.3 Production and safety meetings.</p> <p>3.4 Minimise lost time.</p>	<p>3.3.1 To monitor and check equipment safety and fill in check sheets.</p> <p>3.3.3 Monthly site audits findings to addressed and actioned.</p>
4. Equipment maintained/ cleaned and in good working order	<p>4.1 Regular site checks/completion of work list registers.</p> <p>4.2 Timely maintenance requests and planned maintenance followed.</p> <p>4.3 Regular cleaning of boilers, boiler house and surrounding areas.</p> <p>4.4 Statutory inspection preparation</p>	<p>4.4.1 Good housekeeping practices and follow work list and sign off.</p> <p>4.4.2 Logbooks checked for any issues raised, WhatsApp messages sent by operators and generated worklists.</p> <p>4.4.3 Going thru documents audit reports and sign off when completed.</p> <p>4.4.4 To prepare boiler for statutory inspections</p>

<p>5. Quality Control</p>	<p>5.1 Daily checks on operations of boiler, stack temperature.</p> <p>5.2 Completion of Job cards submitted on time for record keeping.</p> <p>5.3 Work instructions in place, written in log bogs and communicated on WhatsApp for different sites.</p> <p>5.4 Ensure that steam is consistently produced. According to specification and investigate any issues raised that affect this.</p>	<p>5.5.1 To monitor and control boilers for cleaning to improve efficiency.</p> <p>5.5.2 Work report instructions completed, signed off and returned to admin for recording purposes.</p> <p>5.5.3 To follow SOP's and help implement.</p>
<p>6. Timeously issue of</p>	<p>6.1 Job planning, and materials for work to be done.</p>	<p>6.6.1 To minimise waiting time in boiler houses.</p>
<p>7. Planning</p>	<p>7.1 Detailed maintenance planning and operations.</p> <p>7.2 Complete job cards for all work done.</p>	<p>7.7.1 To sign off on check sheets as per check interval.</p> <p>7.7.2 Job card with risk assessment and sign off to be done for each task.</p>
<p>8. Controlled Requisitioning (Purchase)</p>	<p>8.1 Spares and cost-effective usage of contractors.</p>	<p>8.8.1 Minimise cost.</p>
<p>9. Safety and Housekeeping</p>	<p>9.1 Use correct safety equipment.</p> <p>9.2 Equipment inspections</p> <p>9.3 Comply/monitor procedures relating to the reporting of incidents and accidents.</p> <p>9.4 Ensure new machinery comply with safety standards.</p>	<p>9.9.1 Working conditions and use of safety equipment.</p> <p>9.9.2 Ensure prestart check sheets are complete before using equipment.</p> <p>9.9.3 Fill in accident investigation forms.</p> <p>9.9.4 Site check sheets completed.</p>