

## Role Profile

---

**Job Title:** Maintenance Manager - Claremorris  
**Department:** Engineering  
**Reports To:** Farm Manager  
**Ref:** Ref-207, V3 – 29 March 2022

---

### Role Overview

Based at Claremorris, this role requires a solid, multi-skilled, hands-on Maintenance Manager, with a proactive nature and several years of experience, to lead, supervise and assist the maintenance team. The Maintenance Manager will be involved in co-ordinating and checking proactive and reactive maintenance on all factory plants. Full knowledge of preventive maintenance procedures and previous experience of using and managing a preventive maintenance system is essential.

### Main Duties

- Maintain Health, Safety and Hygiene standards in accordance with Company rules and regulations
- To successfully co-ordinate and roster the maintenance team
- To prioritise and allocate everyday work in an efficient manner, using the resources available
- To implement, drive and improve on existing preventative maintenance programmes
- To effectively manage uptime/downtime of machinery
- Maintain a hands on approach to everyday maintenance tasks
- To react immediately to any breakdowns or problems and try to resolve them as quickly and efficiently as possible, using the resources available
- General sourcing of everyday parts, services and 3rd party repairs. Reporting to the site manager with any parts ordering requirements. Following up on parts deliveries and overseeing that incoming parts are fitted as soon as possible when delivered
- Completion of all maintenance records
- Co-ordinate and oversee preventive maintenance programmes
- Stock checks and systems maintenance
- To lead continuous improvements projects
- Liaising with and assisting any 3rd party contractors in carrying out their duties
- Assisting with engineering budgeting and cost analysis

This is not an exhaustive list and is subject to change and amendment.

### Competencies to perform the role

This role requires the individual to have:

- A sound, hands-on, mechanical and electrical knowledge of equipment
- Previous experience of supervising and leading maintenance teams
- Previous experience of using and managing preventive maintenance system(s)
- Strong troubleshooting/problem solving skills
- Good verbal and written communication skills

- Knowledge of basic Microsoft packages

**Experience and Qualifications**

- Qualification in Electrical/Mechanical Engineering or equivalent
- 2-3 years in a Maintenance Management role within a similar industry

**Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

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