

## Role Profile

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**Job Title:** Carbury Site Maintenance Manager  
**Department:** Carbury Substrate  
**Reports To:** Carbury General Manager  
**Ref:** Ref-299 – V1 – 14/03/2024

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### Role Overview

Based in Carbury, Co. Kildare and reporting directly to the Carbury Site General Manager, this role requires a solid, multi-skilled Maintenance Manager, with a proactive nature and several years of experience, to lead, supervise and assist the maintenance team at our Carbury site in the completion of their daily maintenance work and capital projects. The Engineering Manager will be involved in co-ordinating and checking proactive and reactive maintenance on all plant and machinery. Full knowledge of preventive maintenance procedures and previous experience of using and managing a preventive maintenance system is essential.

### Main Duties

- To help the Carbury site implement, drive and improve on existing preventative maintenance procedures
- To effectively manage uptime/downtime of machinery
- To react immediately to any breakdowns or problems and try to resolve them as quickly and efficiently as possible, using the resources available
- Assist sites in the general sourcing of everyday parts, services and 3rd party repairs.
- Following up on parts deliveries and overseeing that incoming parts are fitted as soon as possible when delivered
- Ensuring the completion of all maintenance records
- Maintain Health, Safety and Hygiene standards in accordance with Company rules and regulations
- Co-ordinate and oversee that preventive maintenance programmes are being carried out by the maintenance team.
- Stock checks, systems maintenance etc.
- 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

- 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
- High attention to detail and accuracy
- Strong work ethic - Respond effectively under pressure and meet deadlines.

- Flexible and adaptable – Ability to comply with existing/quickly adapt to new processes within the organisation.

**Experience and Qualifications**

- Qualification in Electrical/Mechanical Engineering or equivalent
- 3-5 years in a Maintenance Management role
- Similar industry experience would be beneficial

**Other significant role requirements**

- Occasional travel may be required