



JOB DESCRIPTION

Document No: SMK-HR-FORM-007
 Document Owner: HR MANAGER
 Revision No: 1

Position:	Maintenance Manager
Reports to:	Plant Manager
Location:	Yanfolila, Mali

Principal Job Objectives:	<p>To manage the maintenance of fixed plant in the product treatment areas and ensure all safety and production targets are met in compliance with all Company standards, guidelines and procedures.</p> <ul style="list-style-type: none"> • Develop implement and maintain safe work procedures and promote high safety awareness in line with Company Health and Safety Policy. • Develop, implement and maintain procedures to ensure functions are carried out in an environmentally sustainable manner. • Ensure effective communication of work and issues/conditions status takes place with delegate prior to departure from site. • Develop continuous improvement targets for the function and drive and measure achievement of these department targets. • Manage the work of the fixed plant maintenance team to ensure all functions and services are provided efficiently, while providing rewarding work, with clear accountabilities and authorities. • Manage the fixed-plant maintenance requirements (including electrical) to ensure the required levels of processing plant performance and integrity. • Maintain a formal management reporting system that incorporates performance statistics, costs, statutory requirements and business improvement initiatives. • Determine, approve and supervise the work necessary to maintain the required levels of fixed-plant performance and integrity.
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Duties & Responsibilities:

HEALTH & SAFETY

- Ensure all personnel are adequately inducted in their work area and are aware of all workplace rules and critical procedures.
- Actively contribute to site safety policy and new initiatives implement as directed by the General Manager.
- Regularly review the progress of the Site Safety Committee meetings occurring across the operation.
- Hold monthly safety meetings with team personnel and ensure the agreed action plans are regularly reviewed and outcomes achieved in a timely manner.
- Actively promote, monitor and enforce compliance of personnel.
- Ensure all incidents are reported and investigated according to safe work practices, policy and statutory requirements.
- Review all incident and accident reports in accordance with company and statutory requirements.

CONTINUOUS IMPROVEMENT

- Ensure all members of the team have clearly defined accountabilities, roles and individual development plans.
- Ensure all members of the team receive feedback on their performance and participate in the formal performance review processes.
- Develop a succession plan for direct report roles.
- Ensure the development and maintenance of up to date job procedures, manuals and skill assessment reviews for all tasks performed within the team.

MANAGEMENT OF TEAM

- Develop maintenance strategy for achieving the agreed annual targets of the operation and review progress against these plans continually.
- Cascade business objectives through the fixed-plant maintenance team to ensure all activities are focused on agreed outcomes.
- Develop the annual fixed-plant long-term maintenance plan by identifying all of the planned and/or probable maintenance work required to ensure infrastructure and equipment reliability and integrity.
- Consult relevant production and maintenance personnel in relation to the four-weekly work plan, to determine and approve the weekly work plan.
- On a monthly basis account for work plan variations and reforecast the annual work plan.
- Identify bottlenecks and use problem solving tools, techniques and business improvement teams to identify business solutions.
- Ensure the regular review of maintenance processes and investigate, assess and where appropriate, trial new technology.

FIXED-PLANT MAINTENANCE REQUIREMENTS

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	<ul style="list-style-type: none"> • Manage the fixed-plant maintenance team on a daily basis to best meet the day's requirements for safe production. • Liaise daily with the Plant Manager and Plant Metallurgist (in particular) to ensure planned and changing priorities are reflected in the maintenance schedule. • Develop and monitor targets for reduction in equipment damage and improvements in reliability. • Ensure compliance with the Company Security standards for the maintenance functions within the processing plant. <p>REPORTING</p> <ul style="list-style-type: none"> • Review and monitor all safety, production and financial performance indicators and initiate corrective action where necessary. • Coordinate reporting to the Plant Manager on agreed performance indicators. • Ensure all statutory reporting requirements are met in relation to safety and environmental incidents within established deadlines. • Develop the annual fixed-plant maintenance budget based on the annual plan. • Review maintenance costs on a monthly basis and ensure all variances to budget are investigated and explained. • Identify specific areas for cost improvement and ensure the development and implementation of action plans to achieve these gains.
<p>Knowledge / Skills & Competencies:</p>	<p>Maintenance planning and scheduling systems</p>
<p>Training / Education requirements:</p>	<p>Mechanical Engineering Degree Or Qualified Mechanical Tradesperson with fixed plant maintenance supervisory experience.</p>
<p>Experience required:</p>	<p>Minimum of 10 years fixed plant maintenance experience. Prefer some experience in West Africa</p>
<p>Language requirement:</p>	<p>English and French</p>

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