

Position Description:

Title and reporting relationships	
Position title	Engineering Manager
Business Unit	NZ Creameries (Ice Cream)
Reports to	Site Operations Manager
Location	1 Accent Drive, East Tamaki
Direct Reports	2 Engineers 1 Electrician / Engineer (Dual Trade)
Indirect Reports	Contractors and external service providers engaged to support engineering, maintenance and project activities

Main Purpose of Position
The Engineering Manager leads the engineering function for NZ Creameries, ensuring plant reliability, availability and efficiency through effective maintenance planning, asset management, contractor oversight and continuous improvement. A core focus of the role is to provide strong leadership and oversight of health and safety and food safety across all engineering activities, ensuring that safe systems of work, risk controls, GMP, HACCP, hygiene and compliance requirements are embedded in maintenance, project and contractor practices. The role is accountable for leading the engineering team, managing engineering costs and compliance obligations, and supporting safe, food-safe, quality-focused and reliable production outcomes.

Key Responsibilities

Maintenance, Reliability and Asset Management
- Lead preventative and predictive maintenance programmes to maximise plant reliability, availability and performance. - Oversee maintenance planning, scheduling and prioritisation to ensure planned and reactive work is completed safely, on time and within budget. - Maintain critical asset strategies, condition monitoring and root cause analysis processes. - Manage spare parts inventory, re-order levels and supplier arrangements to minimise downtime.
Operational Performance and Continuous Improvement
- Identify and lead improvements to reduce recurring failures, production losses and high-maintenance-cost assets. - Work with production and site leaders to improve asset utilisation, reliability and operating performance. - Oversee critical plant services and utilities, including energy supply and use. - Monitor and report maintenance, reliability and performance indicators.

Capital Projects, Contractors and Budgets

Position Description:

- Manage engineering operational and capital budgets in line with approved delegations.
- Support scoping, feasibility, commissioning and implementation of engineering projects and capital equipment.
- Manage tender processes, service contracts, contractor performance and supplier relationships.
- Ensure invoices, agreements, compliance certificates and required reporting are completed accurately and on time.

Quality, Food Safety, Compliance and Risk

- Ensure engineering activities support quality systems, HACCP, GMP and regulatory requirements.
- Support audits, complaint investigations, calibration and resolution of quality or food safety issues.
- Monitor statutory and site compliance requirements, including building, pressure vessel and air emission obligations.

Health, Safety and Environmental Management

- Meet obligations under the Health and Safety at Work Act 2015 and company health and safety procedures.
- Oversee hazard, incident, near miss and risk management across engineering activities.
- Provide management oversight of Permit to Work, contractor safety, inductions, PPE and safe systems of work.
- Support environmental compliance, utility efficiency, wastewater, effluent and air discharge requirements.

Leadership, Strategy and Relationships

- Lead, coach, develop and performance-manage the engineering team.
- Allocate work, set priorities, provide technical oversight and escalate operational, safety, compliance, cost or reliability risks as required.
- Align engineering strategy, structure and priorities with business and site objectives.
- Build effective relationships with internal stakeholders, contractors, suppliers, service providers and regulatory authorities.
- Model company values and support a positive, collaborative and improvement-focused work culture.

Qualifications, Experience, Skills and Competencies

Essential	Desirable
• Engineering trade qualification, relevant technical certification, or degree in engineering or a technical field. • Applicable maintenance and diagnostic certificates. • Fully conversant with preventative maintenance systems, asset management and reliability practices. • Minimum 5 years' experience in an Engineering or Maintenance Manager role, with demonstrated engineering leadership capability.	• Dairy engineering leadership experience. • Computerised maintenance management system experience. • Computer literacy for monitoring, responding to and fault-finding process control systems. • Performance improvement, operational excellence and manufacturing excellence experience. • Capital project, commissioning and asset modification experience. • Commercial awareness and strong contract management capability.

Position Description:

Essential	Desirable
- Experience in food manufacturing, preferably dairy, ice cream, UHT, powder or similar FMCG/regulated manufacturing environments. - Strong leadership, coaching, planning, communication and stakeholder management skills. - Advanced problem-solving, fault-finding and root cause analysis capability. - Experience managing contractors, service agreements, budgets, compliance requirements and continuous improvement activities.	- Experience with budget planning, financial reporting, cost control or forecasting within an engineering, maintenance or manufacturing environment. - Strong understanding of environmental compliance, utility management and wastewater or effluent management.

Key Performance Indicators

KPI Area	Measure	Expected Outcome
Plant Reliability and Availability	Maintenance plans, reliability initiatives and breakdown responses are managed to reduce unplanned downtime and support production continuity.	Plant availability and operational reliability are maintained or improved.
Preventative Maintenance Completion	Planned maintenance, routine servicing and critical asset tasks are scheduled, prioritised and completed on time.	Maintenance compliance is achieved and asset condition is protected.
Health, Safety and Risk Management	Hazards, incidents, near misses, Permit to Work requirements and contractor safety obligations are actively managed and escalated where required.	Safe systems of work are maintained and risks are controlled.
Compliance, Quality and Food Safety	Engineering activities support HACCP, GMP, audit, calibration, statutory and regulatory compliance requirements.	Compliance obligations are met and product quality is protected.
Cost, Budget and Contractor Management	Operational and capital budgets, contractors, service agreements, invoices and spare parts are managed within approved requirements.	Engineering expenditure is controlled within budget and value for money is achieved.
Leadership and Escalation	Direct reports are coached, work is prioritised, performance expectations are clear, and operational, safety, compliance, cost or reliability risks are escalated in a timely manner.	The engineering team is effective, accountable and aligned to site priorities.

Position Description:

Changes to Position Description

This position description is not exhaustive, and you may be required to undertake other duties that are reasonably required by your manager, consistent with the role. From time to time, it may be necessary to consider changes to the position description in response to the changing nature of our work environment. Any significant changes will be made in consultation with you.

Acknowledged / Accepted:

Employee: _____

Date: _____

Manager: _____

Date: _____