

POSITION DESCRIPTION

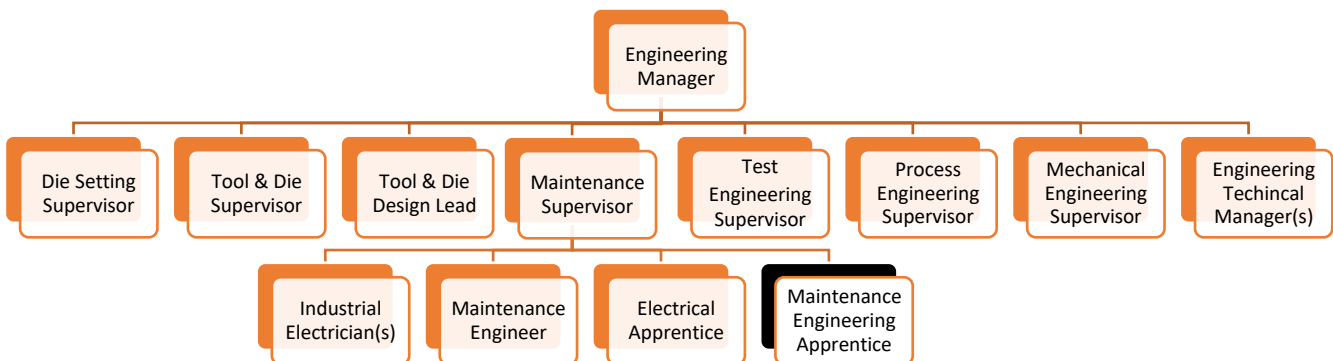
Position Title: Maintenance Engineering Apprentice	Direct Manager: Maintenance Supervisor	
Budget Responsibility: Nil	Direct Reports: 0	Indirect Reports: 0

WHAT YOU'RE HERE TO ACHIEVE

Key purpose: The purpose of the engineering apprentice is to train and develop their skills towards a trade qualification. They will attain their qualification and experience by training both in house and externally to achieve a minimum of level 4 engineering.

The engineering apprentice will become a key contributor to the success of the maintenance department.

WHERE YOU'LL FIT IN #TEAMGALLAGHER



WHO YOU'LL BE WORKING WITH

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
All Gallagher employees including but not limited to Manufacturing Supervisors, Production Managers.	External Contractors and Suppliers as Needed.

WHAT YOU'LL BE DOING

Created/ Edited: October 2024
By: Engineering Manager

Key Accountability	Outcomes/ Expectations
Main Duties	<ul style="list-style-type: none"> ● Work well in a team environment. ● Perform planned maintenance as per maintenance schedule. ● Attend to breakdowns. ● Record hours worked using a computerized maintenance system – workmate ● Follow lean management systems and 5’s standards. ● Works to a high standard
Working Under Supervision	<ul style="list-style-type: none"> ● Listens closely to instructions from senior maintenance team members, asking questions when unclear about tasks. ● Accept feedback and seek out opportunities for improvement in both technical skills and safety practices. ● Work alongside more experienced maintenance team members on larger projects or complex repairs to observe and learn. ● Report progress regularly to supervisors, ensuring that assigned tasks are being completed as expected. ● Be proactive in requesting additional learning opportunities or training in specific areas like hydraulics, automation, or electrical systems.
Planning	<ul style="list-style-type: none"> ● Plans ahead and is flexible. ● Effectively allocates resources to ensure jobs are completed on time.
Leadership	<ul style="list-style-type: none"> ● Leads by example with integrity that demonstrates the behaviors valued by the organization, and inspires trust and confidence within the team ● Supports the growth and development of the team members. ● Builds a team culture that values and supports exceptional service. ● Ensures the organization’s rules, policies and standards are actively promoted and adhered to as per the policy handbook. ● Effectively communicates and supports the organizations initiatives ● Actively supports continuous improvement of all team activities in order to reduce the cost of production and increase throughput ● Can admit when mistakes were made
Problem Solving	<ul style="list-style-type: none"> ● Drives the application of Practical Problem Solving (PPS) ● Promotes the use of root cause analysis when dealing with problems ● Encourages a culture of all staff making suggestions and ideas on improvements ● Is flexible and can adapt to changes ● Can effectively participate ‘whiteboard’ meetings.
Communication	<ul style="list-style-type: none"> ● Can effectively listen and communicate with all members of staff within the organization.

Including any other duties not specified that may be required to complete the role, and as requested by the Reporting Manager.

HOW YOU'LL BE DOING IT

Qualifications and / or Experience:

- School Qualification – NCEA level 2 – Mathematics, English and Physics is an Advantage.
- Pre-trade engineering course or experience is an advantage.

Skills / Competencies:

- Ability to forward plan and to be able to fully think through any situation.
- Works collaboratively with, supervisors, and managers.
- Can do and will do it now attitude.
- Energy to work at pace.
- Proven passion for customers.
- Follow through on commitment to promises.
- Effective time management to ensure completion of all assigned tasks.
- Proven communication skills (verbal and written).
- Excellent accuracy and attention to detail.
- Strong planning and organisational skills.
- Strong numeracy, technology, and IT skills.

Protect what matters most.

Our purpose and our values apply to our extended Gallagher family including our employees, customers, partners and community.

