

JOB DESCRIPTION & JOB SPECIFICATION

COMPANY NAME	Biocorn Products (EPZ) Ltd
DEPARTMENT	Engineering
SECTION	Electrical
JOB TITLE	Electrical Maintenance Manager
REPORTING LINE / HOD	Plant Manager
LOCATION	Eldoret, Kenya
POSITIONS REPORTING DIRECTLY TO THIS ROLE	Team Leaders (Electrical, Instrumentation and Energy Management).
TYPE OF POSITION	<input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> PART-TIME <input type="checkbox"/> INTERN

JOB RESPONSIBILITIES

- ✓ Contribute to the safe work environment through promoting a safe workplace culture and raising awareness to reduce the number of incidents and injuries.
- ✓ To ensure timely planning and execution maintenance for electrical systems.
- ✓ Plan and allocate electrical and instrumentation engineering maintenance activities to electrical and instrumentation supervisors.
- ✓ To ensure planning and co-ordination of energy management in accordance to energy act of 2012.
- ✓ To ensure energy efficiency.
- ✓ Attend and participate in training and meetings as required, including being an active member in Executive Team meetings.
- ✓ Key person in daily morning production meeting for gap and RCA reporting.

JOB DUTIES

- ✓ Ensure safety in the section and minimize harm to PEAR.
- ✓ Ensure electrical safety of equipment and users.
- ✓ Mentor and train personnel in the section.
- ✓ Develop a Planned Preventative Maintenance (PPM) schedule, ensure full preventative maintenance is carried out, plan in missed maintenance activities, and lead the team to deliver effectively.
- ✓ Develop, implement and manage key performance indicators (KPIs) for each team leader and their areas of responsibility.
- ✓ Together with the Plant Manager, develop clear accountability for maintenance material spend combined with a strategy to manage maintenance expenditure.
- ✓ Supervise execution of tasks to ensure management KPIs are met.
- ✓ Develop maintenance plan for all induction motors, air circuit breakers, miniature circuit breakers, molded case circuit breakers, starters, speed drives, AC/DC systems and motor control centers.
- ✓ Work closely with Plant Manager to ensure all budgetary requirements both CAPEX & OPEX for the next year are duly prepared August of current calendar year.
- ✓ Develop standard operating procedures and train personnel.
- ✓ Ensure electrical protection systems are set, calibrated and records are updated.
- ✓ Responsible for design, assembly and testing of electrical circuits.
- ✓ Accountable for major plant modifications and new electrical installations.
- ✓ Ensure electrical and instrumentation line diagrams and electrical circuit diagrams are updated as is in the plant.
- ✓ Ensure daily monitoring of electrical power consumption and issue reports on consumptions on monthly

basis.

- ✓ Ensure spare requirements are accurate and available.
- ✓ Take part in recruitment of personnel in the section.
- ✓ Analysis of breakdowns/downtime to come up with individual MTTR and MTBF for each electrical equipment.
- ✓ Ensure electrical equipment performance monitoring is done on daily basis.
- ✓ Initiate procurement of electrical requirements in terms of items and services.
- ✓ In coordination with Plant Manager, ensure planned maintenance of 2.5MVA, 33kv/433v complete with HT protection is done and reports filed.
- ✓ Ensure technical reports are presented on breakdowns.
- ✓ Accountable for maintenance log on daily basis.
- ✓ Accountable for personnel man hours monitoring.
- ✓ Accountable for energy awareness within Biocorn Products EPZ Ltd.
- ✓ As part of the Management team, share ideas to improve operations, recommending, supporting and implementing continuous improvement activities and process and procedure improvements to optimize results and improve quality of delivery, in line with quality standards requirements delivery in line with Company and Customer requirements.
- ✓ Liaise and communicate with other departments/sections, suppliers and other service providers for efficiency and delivery.
- ✓ Any other duties that may be assigned by management from time to time.

KEY PERFORMANCE AREA

- ✓ Ensure minimum harm to personnel, environment, assets and reputation (PEAR).
- ✓ Ensure BCPL is energy efficient.
- ✓ Take an active role in the development and supervision of staff in the department.
- ✓ Active participation in the management team.
- ✓ Annual energy savings report.
- ✓ 98% equipment availability.

DESIRED QUALIFICATIONS

- ✓ Degree or Diploma in Electrical Engineering/Electronics Engineering/Instrumentation Engineering
- ✓ ERC membership
- ✓ At least 8 years' experience in a busy factory with at least 2 years' experience in a management role
- ✓ Experience in handling HT lines up to 33KV
- ✓ Excellent skills in LV and HV switch gear
- ✓ Excellent computer skills (Ms Excel, e-mail, Ms Word)
- ✓ Skills in RCA (5 why & Fish Born)
- ✓ Excellent communication skills.
- ✓ Excellent organization & leadership skills.