



Equipment & Maintenance Specialist

Responsibilities

- Establishing and maintaining a system to manage the calibration and control of all precision measuring equipment, tools and machinery in the Company
- Managing SAESL's tools and equipment to meet the Company's contractual and regulatory obligations
- Ensuring that proper records are kept and updated for all tools and equipment, including calibration reports, load test reports and any other reports and records related to the maintenance and calibration of tools and equipment
- Liaising with production to ensure that the removal of tools or equipment for calibration or regular maintenance does not result in work stoppage
- Liaising with vendors to arrange for regular preventive maintenance of equipment
- Purchasing replacements for tools and precision measuring equipment taken out of service due to damage, breakage, failure or loss of accuracy
- Tracking all in-house and out-house tooling calibration validity, and setting target dates for calibration completion in association with the calibration vendors
- Promoting, and ensuring compliance with, the requirements of the Company's SMS within their work area
- Ensure that work areas and equipment are risk assessed and hazards and control measures are communicated to the staff in the areas of responsibilities
- Head, EMS shall be responsible to collate the department budget annually to ensure sufficient resourcing for operations and projects
- Head, EMS shall also stand in to act on behalf of the Manager, EMS in the absence of the Manager on delegated authority

Requirements

- ✓ Degree in any Engineering discipline
- ✓ Good understanding of maintaining data base
- ✓ Strong in 5S, FOD control, LEAN tools
- ✓ Green Belt qualified
- ✓ Strong organizational skills

(Only short-listed candidates will be notified)