



1. Job Title **Maintenance Planner**

Closing Date 2022/03/23

Reference Number CCB220309-7

Job Category Manufacturing

Company Coca-Cola Kwanza (Tanzania)

Job Type Permanent

Location - Country Tanzania

Location - Province Not Applicable

Location - Town / City Dar es Salaam

Job Description Coca-Cola Kwanza Ltd has an exciting opportunity in Manufacturing Department. We are looking for a talented individual with the relevant skills and experience in Manufacturing for a Maintenance Planner position, which will be based in Dar es Salaam. The successful candidate will report directly to the Packaging Engineer.

Key Duties & Responsibilities

1. Maintenance Planning and Control

- Plan the maintenance day following the 5 day planning cycle as per figure 1 (Planning cycle)
- Review emergency works orders using the standard and create sub-works orders
- Create the maintenance plan and assign tasks to team members, including contractors.
- Communicate and distribute plan to team members

- Update the maintenance plan directly after the forward planning meeting
- Organize and distribute maintenance work orders with loading sheet to Team Leaders
- Ensures that required tools and spares are available
- Plan the execution of the autonomous maintenance and running schedules for the unit
- Chair Pre/Post maintenance meetings and issue minutes
- Update task lists if required
- Create spares reservations
- Review safety requirements of tasks in planning table where needed
- Identify/prioritise and agree PJO's to be completed
- Do Time confirmation, Capture Technical Findings and Close all Completed Maintenance Orders.

2. **Continuous Improvement**

- Ensure that situation and systemic problem solving is initiated to ensure loop closure
- Populate the Daily Downtime and 5 Why Board; indicating the status of 5 Why completion and the quality of 5 Why's received
- Raises Corrective Maintenance work to be done on Maintenance day
- Plan effective Weekly Maintenance Shut Down
- Plan effective Annual Maintenance Shut Down
- Conduct spot checks on Short Interval Controls (preform & syrup tracker, hourly efficiency, Line "V-Profile" speeds) as part of Daily Walk About
- Ensure Line speeds are set according to "V-Profile" and that machines are run at rated speeds
- Analyse SAP downtime data
- Ensure all asset care work complies with Asset Care Standards

3. **Implement Engineering Change Management**

- Initiate Engineering Changes Control on SAP and ensure that a responsible

person is assigned to execute the change

- Verify that the Engineering Changes have been executed successfully and documented
- Ensure that the required engineering change control documents have been updated and that the change request is closed

4. Maintenance Programme Development

- Ensure effective safety awareness talks/incident recalls/Tool Box Talks
- Provide PPE and ensure compliance (Budget Availability)
- Ensure compliance to Permit to Work where required with Audit compliance
- Report incidents Level 3 Leadership
- Incident investigations to be closed in 24 hours
- Ensure identified safety hazards on line are managed to closure (including people behaviours)
- Attend and report into SHE Meeting
- Facilitate the teams risk management processes

5. Breakdown Management

- Verify content correct
- Recon to stoppage info
- Follow on work agreed
- CM tasks raised
- Close breakdown order

6. Manage the Maintenance Spares

- Investigate & plan for upcoming promotions/new products/trials
- Train team members on new processes/procedures/technologies and ensure competence.
- Identify Productivity opportunities (People, Cost, CAPIN)
- Communicate benchmark shared learnings to team
- Facilitate the development and use of machine problem solving systems

preventative maintenance and provide 2nd level break-down support. Provided support to operations team on the line. Ensure maintained Health & Safety standards. Breakdowns repaired within minimum production downtime. Ensure all works orders are completed and signed off by maintenance planner. All reporting standards adhered to as per work instructions. Health & Safety incidents are reported & actioned as per procedures. And ensure that all housekeeping standards are adhered to.

Skills, Experience & Education

The applicant should have at least a Diploma or Advanced Diploma in Mechanical Engineering; 2 years mechanical maintenance experience in a FMCG environment. Flexible strong communication skills, good analytical skills, and a demonstrated high level of integrity.

APPLICATION INSTRUCTIONS: [CLICK HERE TO APPLY](#)