

JOB DESCRIPTION

Role	Lubrication Technician Maintenance (Day Worker).
Site Location	OJI Fibre Solutions - Kinleith Mill
Date	November 2025
Purpose	<p>To participate in machinery maintenance (Routine and Corrective), machinery condition monitoring and reporting, to best practice standards.</p> <p>To improve overall equipment efficiency and ensure machinery maintenance activities are carried out to directed specifications and standards. Improve asset data quality (SAP) and PM and SOP document improvement recommendations</p> <p>Duties will include</p> <p>Self-leadership.</p> <p>Day to day machinery maintenance and condition monitoring, reporting and analysis</p> <p>Update SAP/ CMMS data. Update online data and records.</p> <p>Provide job status reporting</p> <p>Revise and mark up hard copy information systems. I.E Drawings, Data sheets, Bills of material, installation drawings E.T.C.</p> <p>Participate in equipment maintenance practice review.</p> <p>Preparation of equipment work plans and packs.</p> <p>Completion of equipment work plans and packs.</p> <p>Oversee machinery maintenance</p> <p>Review and improvement recommendation to equipment spares and asset data</p>

Reports to	Site Manager
Internal and External Contacts	<p>Internal</p> <ul style="list-style-type: none"> ▪ Reliability Engineers ▪ Supervisors ▪ Other relevant McKay personnel <p>External</p> <ul style="list-style-type: none"> ▪ Customers Managers ▪ Engineers ▪ Planners ▪ Operations/ Production ▪ Suppliers ▪ Contractors ▪ Service providers

1. Qualifications, Knowledge and Skills

Qualifications	<p>Holds Mobius Institute FLCAT (Field Lubrication Category) Machinery Lubrication Technician CAT 1-3, or equivalent. Or is training towards these qualifications</p> <p>NZ Cert Mechanical Engineering Trade / Level 4, Maintenance Engineering or, Fitting and Machining strand, or equivalent, is preferred</p> <p>OR</p> <p>Apprenticed in Mechanical or Allied trade, unqualified. Extensive Relevant Industry and machinery experience.</p>
Knowledge/ Experience	<p>3 years' experience in industrial manufacturing environments preferred.</p> <p>Familiarity and understanding of digital tools, diagnostic and configuration devices and systems is desirable.</p> <p>Has a high-level understanding of lubrication best practice.</p> <p>Can perform analysis on lubrication data and provides improvement recommendations, in a range of equipment configurations.</p>
Skills (including Technology)	<p>Strong English language and numeracy</p> <p>Office software, word, Excel preferred.</p> <p>Have ability to operate smart devices and data collection systems or be prepared to upskill with them.</p>

2. Competencies

Competency	Level
Technical Knowledge	<p>High level understanding of machinery maintenance and lubrication is the best practice.</p> <p>Can perform analysis on lubrication data and provides improvement recommendations, in a range of equipment configurations.</p> <p>Understand lubrication product specification and application data</p>
Communicating Upwards	Able to communicate confidently to one level up within the organisation
Written Communication	Written and digital communication skills, including ability to compile reports and other correspondence. Complete forms and communicate through digital platforms.
Customer Orientation	<p>Competent in ensuring the customer's stated needs are recognized and working towards achieving them.</p> <p>Able to represent customer service ethic in approach.</p> <p>Customer engagement for technical clarification, corrective action or emerging work.</p>
Relationship Building	Interacts confidently with others, builds strong relationships through mutual respect, questioning and listening skills
Responsibility/ Accountability	Highly committed to work area's responsibilities and ensure all work is completed to a high standard and on time.
Attention to Detail	Is detail focused and participates in Quality Assurance (QA) and Quality Control (QC) programs. Able to participate in root cause analysis and contribute to the outcome.
Developing Others	<p>Provides task related and wider learning opportunities for apprentices and trainees. Facilitates the attainment of new skills by strong feedback and coaching.</p> <p>Actively shares information with peers.</p>

3. Key Result Areas

<p>Ensure mechanical equipment maintenance is carried out to required regulations, industry best practice, OEM specifications and Customer practice.</p> <p>(OEM Original Equipment manufacturer)</p>	<ul style="list-style-type: none"> ▪ Liaise with operations and engineering personnel to assist with process trouble shooting. ▪ Liaise with other McKay personnel to assist with equipment fault trouble shooting and repair recommendation ▪ Carry out preventative and corrective maintenance ▪ Ensure bills of materials are correct, and suitable for use. ▪ Carry out all mechanical equipment maintenance, lubrication, analysis and testing using correct equipment, process and procedure. ▪ Participate in other mechanical services where competency is held. ▪ Monitor and ensure machinery repairs are carried out to the required specification. ▪ Maintain up to date knowledge of changes to OEM recommendations ▪ Ensure any lubrication practice is within your competency. ▪ Ensure lubrication is completed correctly to tolerance specifications provided, or best industry practice. ▪ Actively participate in training and professional development. (Self and Peers) ▪ Update; asset data, standard operating procedures, inspection and test records. ▪ Actively participate in the development and implementation of new technology ▪ Liaise with Manager, Engineer, Supervisor, peers or other crafts to ensure machinery maintenance is completed to required specifications and in agreed timelines. ▪ Refer all queries, issues and problems to relevant McKay personnel and request additional support including increased personnel and resources etc ▪ Effectively Communicate all issues ▪ Liaise with relevant personnel on all aspects machinery maintenance. ▪ Installation and maintenance of remote condition monitoring systems ▪ Compile work plans for machinery condition monitoring ▪ Complete all relevant documentation. ▪ Update CMMS (computerised maintenance management system), maintenance history, asset data and spares data. 	<ul style="list-style-type: none"> ▪ All machinery maintenance and lubrication activities are carried out in a safe, efficient and timely manner, according to OEM and Customer specifications. ▪ All work completed in line with both McKay and customer quality procedures. ▪ CMMS data Maintained and or improved to agree with current machinery configuration and practice ▪ All documentation and reports completed accurately and on time ▪ Appropriate work plans are available and up to date for machinery maintenance activities ▪ Observed equipment failures beyond core role are notified to appropriate persons.
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Customer Service	<ul style="list-style-type: none"> Be cordial and cooperative with customer representatives. Deliver services (the Job, or Job lot) in the time allowance agreed. Notify of any emerging risk to agreed deliverables. Maintain cohesive relationships with all appropriate customer stake holders. Embrace the concept of overall plant reliability. "It is my job" "I can make a difference" 	<ul style="list-style-type: none"> All customer queries are acknowledged and processed through the appropriate McKay channel in a timely manner Customer complaints are acknowledged and processed through the appropriate McKay channel in a timely manner A positive contribution to reliability transcending trades / crafts. Where ever you see it.
Apprentice Training	<ul style="list-style-type: none"> Provide input into assessing apprentice's training needs and ensuring appropriate training takes place Ensure supervision guidelines are followed when overseeing apprentice training 	<ul style="list-style-type: none"> Apprentices are progressing at the expected rate of learning Apprentices work in safe environment within limits of their capability
Health & Safety	<ul style="list-style-type: none"> Engage with our health and safety process, be a proactive H&S leader. Not knowingly breach any Act, Regulation or code of practice or allow others to do so. Adhere to all applicable health and safety systems, procedures and requirements Ensure operational procedures are adopted and practiced Actively participate in regular pre-start, toolbox, health and safety and safety committee meetings as required Participate in any incident investigation as required 	<ul style="list-style-type: none"> Health and Safety is maintained as the highest priority in the completion of these duties All work completed in safe and approved manner All applicable written permissions to complete these works are in place and their requirements are followed and revised where appropriate.
Team membership	<ul style="list-style-type: none"> Participate as a positive member of the maintenance team and in the wider McKay. Actively participate in designated maintenance teams and provide a positive contribution as required 	<ul style="list-style-type: none"> Perceived as being an active and committed team member of McKay
Training	<ul style="list-style-type: none"> Participate in training as required Take a proactive approach to ensuring all required competencies are current Achieve required training outcomes 	<ul style="list-style-type: none"> Unsure continual learning and skill and knowledge development

	<ul style="list-style-type: none"> ▪ Provide mentoring to other staff ▪ Assist in the growth of maintenance techniques and knowledge within the team 	<ul style="list-style-type: none"> ▪ Increase the knowledge base of the maintenance team
Policies and Procedures	<ul style="list-style-type: none"> ▪ Ensure all actions and work are in accordance with McKay and or customer rules and policies 	<ul style="list-style-type: none"> ▪ Compliance with rules and policies
Other duties	<ul style="list-style-type: none"> ▪ Undertake such other duties as the company may reasonably require 	