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**POST OF MAINTENANCE ENGINEER**

**Duties:**

1. Planning and Managing all corrective and preventive maintenance of the equipment and facilities.
2. To ensure the efficient running of all plants and equipment.
3. To supervise and co-ordinate the work of subordinate staff and ensure collaboration with the Plant Operation Section.
4. To advise on any Capital Replacement, Upgrading or Improvement works at the Plant & Machinery.
5. To assist in the preparation of technical specifications, bids and quotations for any related procurement exercise.
6. Ensuring that tasks are performed in compliance with health and safety standards.
7. Liaising with suppliers for purchase of equipment (local and overseas).
8. Planning the monthly maintenance budget.
9. Planning for the procurement of vital and critical spare parts for smooth operation of the plant.
10. Managing the purchasing department together with the purchasing officer
11. Managing Technicians (Mechanical, Electrical & Instrumentation)
12. Managing any outsourced Contract pertaining to maintenance/repairs of the equipment and asset replacement.
13. To work after normal working hours including weekend and public holidays if problems arises on site or whenever required.
14. To perform any other ancillary duties.