

HOPE Production & Engineering Officer - Responsibilities

Production Operations

- Managing and leading the day-to-day production operations of the manufacturing facility.
- Ensures effective and efficient execution of manufacturing operations to meet requirements for product volume, quality, and timeliness.
- Plans and implement work schedule. Review and adjust the schedule when needed.
- Directs and controls various activities in the production line to assure smooth flow of production operations. Align with other departments to ensure efficient flow of materials and other resources.
- Plans and organize production sequences as efficient as possible to maximize productivity.
- Monitors production metrics, responds to and resolves problems in the production. Responsible for actively working to continuously improve the key performance measures of the plant (Overall Equipment Effectiveness).
- Prepares and maintain reports related to production and plant performance. Provide manufacturing information by sorting, initiating, compiling, and analyzing production performance data and records.
- Ensures production documentation are accurate and complete.
- Continuously seeks to improve processes to maximize efficiency and develop solutions to eliminate root cause of constraints and inefficiencies in the production line.
- Coordinates with the quality department to address quality and customer issues.
- Ensures corrective action investigation and root cause analysis are performed.
- Communicates to all departments involved the production needs, changes in schedule, process problems, and other issues impacting production.
- Monitors the consumption of production materials, finished goods and other operations requirements in the facility.
- In charge of all the data entry of all deliveries (including raw materials and plant supplies).
- Communicates with other department, such as Purchasing to ensure on-time delivery of production materials, Logistics to ensure pickup of finished goods, Operations to align the production planning based on current plant capacity.
- Ensures that all production equipment, utilities / facilities are properly maintained for maximum utilization.
- Continuous analysis of current production processes and procedures, proposals for improvements, then implementation.
- Manages projects including those related to process improvements.
- Estimates production costs and maintenance costs.
- Continuously improves the standard operating procedures for production operations.
- Ensures that standard operating procedures are adhered to.
- Evaluating machine resources to ensure continued production and minimal downtime.
- Provides leadership and support to the production team.
- Supervises employees by giving them direction and work assignments.
- Supports workers as questions, concerns, or feedback arises.
- Educate and direct employees on the use of equipment, all control points, and resources.
- Assists in the recruitment and onboarding of new hires (production-support staff).
- Prepares manpower schedule. Ensures adequate scheduling of production staff.
- Verifies daily time record of all the production-support staff (agency).
- Ensuring all safety and health standards are met to keep the manufacturing facility accident-free.

- Abides company policies, rules and regulations on discipline, Good Manufacturing Practices (GMP), 5S System, Safety and other related company policies being implemented.

Engineering & Equipment Maintenance

- Responsible for the implementation of planned maintenance program in the manufacturing facility. Strengthens the maintenance process through effective planning, implementation, and monitoring.
- Tracks and monitors maintenance program effectiveness based on its effect on plant key performance measures.
- Reviews, updates, and modifies, if necessary, the planned maintenance program.
- Conducts weekly inspection of all machinery and equipment, making sure that these are in good working condition.
- Oversees the working condition of the plant's water treatment facility and production line.
- Ensures proper maintenance and operation of all machine and equipment.
- Provides weekly maintenance reports for all machinery and equipment.
- Organizes documents for internal audits
- Monitors, maintains operation log sheets, evaluates equipment operating conditions and checks water quality parameters for deviations from standards and/or other problems, and executes necessary corrective measures.
- Monitors, maintains operation log sheets, evaluates equipment operating conditions and checks production machine / equipment parameters for deviations from standards and/or other problems, and executes necessary corrective measures.
- Performs troubleshooting on machinery and equipment.
- Administers and resolve all technical maintenance issues.
- Performs root cause analysis and investigation on all equipment failures.
- Reports machinery/equipment failure and the status of machinery/equipment maintenance and repair work to departments involved (impacting production).
- Prepares the machine downtime summary with specific action plans and timetable.
- Generates maintenance work order.
- Generates corrective and breakdown maintenance work order.
- Consolidates spare parts and consumables consumption charged to work order.
- Closes accomplished work orders. Prepares maintenance compliance report.
- Schedules the maintenance and repair of all plant machinery and equipment.
- Provides leadership and technical assistance to the team in all the engineering & maintenance activities. Provides engineering support for manufacturing operations as well as facilitating the outsourcing of engineering services from expert contractors.
- Provides leadership and direction on machine / equipment use, maintenance, repairs, and upgrades / improvement.
- Assigns, supervises, and evaluates the work of the maintenance staff.
- Coach and develop plant staff technical skills and capabilities.
- Manages a project work schedule, from planning to implementation stages.
(Identify requirements for process or machine repair and improvements. Perform detailed calculation, planning, prepare design and selection of materials specifications, establish work procedure, supervise implementation, and monitor progress).

- Assumes complete engineering responsibility for all the machine and equipment in the manufacturing facility, from end-to-end process to ensure capability, reliability, safety, economic operation, and consideration for expansion.
- Oversees the installation, modification, and repair of machine and equipment in the manufacturing facility. Ensuring that all works done conform to standards and customer requirements.
- Designs plans, layouts and engineering drawings using AutoCAD.
- Provides technical reports as needed.
- Continually improves the reliability of plant and maintenance techniques.
- Recommends capital expenditure projects to improve the quality, productivity, and reliability of plant operations.
- Improves energy efficiency of plant and energy awareness of staff.
- Manages technical contractors to ensure they will perform according to plans, design, agreed timelines, and cost.
- Coordinates plant shutdowns, including coordination of plant personnel tasks, hiring contractors, and ensuring all necessary materials and equipment are obtained.
- Communicates information relating to project needs and technical requirements.
- Requests and follows up, the outside/technical services and additional supplies needed by the maintenance team.
- Coordinates with the suppliers for the fabrication and repair of machine parts.
- Analyzes equipment requirements and assist in requisition of new tools or equipment.
- Conducts spare parts inventory to ensure availability of fast moving and critical parts.
- Prepares purchase requisition for plant maintenance related requirements, coordinates with suppliers and contractors.
- Acts as the Safety Officer for the manufacturing facility.

Facility Maintenance

- Plant up-keep. Maintains and improves the plant facility and ground appearance.
- Daily checking of plant premises and equipment (facility rounds)
- Supervises and implement general and preventive maintenance activities (e.g. building and electrical repairs and maintenance)
- Monitors and keeps track of electricity and water consumption.
- Seeks out, collaborates, and discusses directly with contractors, suppliers, and other service providers for technical discussions of the proposed projects, initiatives, and material specifications related to facility improvement.