# Dairy Engineering and Capital Projects Manager

## Dairy engineering and maintenance

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| **Job title** | Dairy Engineering and Capital Projects Manager |
| **Department** | Dairy engineering and maintenance |
| **Reports to** | General Manager – Operations |
| **Direct reports** | Maintenance team leaders, maintenance technicians, maintenance planner, and automation, reliability and process engineers |
| **Location** | *[To be confirmed by the employer]* |
| **Contract type** | *[Permanent / fixed-term / other]* |
| **Salary and benefits** | *[To be confirmed by the employer]* |

## Job purpose

Leads engineering, maintenance and capital investment at a dairy processing site making milk powder and UHT products. Keeps process plant and utilities available and reliable through planned maintenance and sound asset management, and delivers capital and improvement projects safely, on time and within budget.

## Key responsibilities

### Maintenance and asset management

- Build and run the planned maintenance programme across utilities, milk reception, processing, drying, UHT, packing and mobile plant
- Make sure routine service tasks at every interval are completed on schedule
- Set and apply the site asset management policy, including asset criticality and maintenance strategies
- Manage the critical spares inventory, including minimum stock levels and supplier agreements
- Oversee the CMMS so that work orders, asset histories and costs are accurate
- Arrange service contracts and specialist contractors to protect plant uptime

### Capital projects

- Identify, scope and cost capital projects that add capacity, improve efficiency or reduce operating cost
- Prepare business cases with cost estimates and return-on-investment analysis for senior approval
- Run several projects at once from concept through design, installation, commissioning and handover
- Set project requirements against design standards, hygienic design principles and customer needs
- Supervise contractors on site and enforce safety, permit-to-work and food safety controls
- Review plant layout and product flow whenever new or replacement equipment is planned
- Report project progress, risks and recommendations to the leadership team and board

### Budgets and continuous improvement

- Prepare and manage the engineering operating budget and the long-term capital plan
- Lead the engineering and capital parts of the site continuous improvement strategy

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- Use Lean and root cause tools to cut downtime, energy use and maintenance cost
- Track and report engineering KPIs, spending and performance against plan
- Provide engineering input to the annual business plan for each production area

### Food safety and quality

- Make sure all engineering work follows HACCP, good manufacturing practice and hygiene rules
- Train maintenance staff and contractors in food safety, hygiene and foreign body controls
- Support the calibration programme for CCP and quality-critical instruments
- Work with the quality team on audits, corrective actions and regulatory inspections

### Health, safety and environment

- Develop and apply safety and risk management plans for all engineering activities
- Keep the site compliant with health and safety, pressure systems, electrical and environmental law
- Support plans to reduce effluent, emissions and energy use
- Investigate incidents and put corrective actions in place to reduce injury rates

### People and stakeholders

- Lead, develop and motivate the engineering and maintenance team
- Plan technical training and professional development for engineers and technicians
- Manage site inductions for engineering staff and contractors
- Build effective relationships with regulators, insurers, suppliers and consultants

## Qualifications and experience

### Essential

- Degree in mechanical, chemical, electrical or industrial engineering, or a related technical discipline
- At least five years' experience as an engineering or maintenance manager in manufacturing
- Proven record of leading capital projects from business case through to commissioning
- Experience setting up and running a CMMS and planned maintenance systems
- Working knowledge of HACCP and the regulations that apply to food manufacture
- Experience managing contractors, service agreements and budgets

### Desirable

- Experience in dairy, nutritional or other food processing
- Lean or Six Sigma qualification (Green Belt or Black Belt)
- Knowledge of automation and process control systems integration
- Experience of spray drying or UHT plant
- Chartered or incorporated engineer status

## Skills and attributes

- Leadership and team development
- Project and programme management
- Financial planning and cost control
- Analytical problem solving
- Clear communication at every level of the business
- Negotiation and contract management
- Stakeholder management

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## Measures of success

- Plant availability and OEE against target
- Planned maintenance completed on time
- Engineering costs within budget
- Capital projects delivered on time, on budget and to specification
- Safety incident and lost-time injury rates
- Audit findings closed within agreed timescales

## Working conditions and safety

Site-based role in a food production environment with PPE and hygiene controls. Safety-sensitive role that may involve drug and alcohol testing, with occasional out-of-hours and on-call work during breakdowns, shutdowns and commissioning.

- Follow health and safety rules and safe systems of work, and wear the correct PPE
- Follow food safety, hygiene, HACCP and quality procedures at all times
- Report hazards, accidents, near misses and concerns promptly

*This job description outlines the main duties of the role. It is not a complete list, and the employer may update it as the business changes, in consultation with the jobholder.*

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