



Job Title (Vidrala Group)	IS Maintenance Supervisor
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Organisational Unit	Encirc
Business Unit	Glass Operations
Reporting to (Hierarchical)	Hot End Engineering Manager
Reporting to (Functional)	Hot End Engineering Manager

Main Purpose of Role

The IS Maintenance Supervisor is responsible for planning, coordinating, and supervising all maintenance and installation activities within the IS operations. This role ensures that equipment is maintained to the highest standards of reliability and performance, while also driving continuous improvement initiatives to minimize downtime. The Supervisor will lead a team of maintenance technicians, providing clear direction, performance management, and technical guidance to support production needs.

Key Accountabilities

Maintenance & Installation Planning

- Develop and coordinate plans for scheduled maintenance and installation work.
- Provide clear instructions and role assignments to team members for repair and maintenance activities.
- Oversee preparation of parts and materials required for upcoming repairs and installations.
- Lead daily maintenance meetings to review schedules, provide feedback, and share learnings from previous work.

Collaboration & Communication

- Attend daily production meetings to review previous day's downtime and align on priorities for upcoming work.
- Provide updates to production teams on planned maintenance, repairs, and improvement initiatives.
- Support root cause analysis of equipment issues and implement corrective actions.

Performance & Continuous Improvement

- Develop and track key performance indicators (KPIs) to measure maintenance team performance.
- Identify and implement opportunities to improve machine reliability, reduce downtime, and optimize maintenance practices.
- Provide regular feedback and coaching to team members to drive high performance.

Team Leadership & Management

- Manage team scheduling, including holidays and shift coverage.
- Oversee team behaviours, performance, and disciplinary matters in accordance with company policies.
- Promote a culture of safety, accountability, and continuous improvement.

Reporting & Analysis

- Provide weekly updates on machine downtime and progress on repair/improvement activities.
- Report against Prisma maintenance targets and identify corrective actions as needed.
- Deliver monthly performance reviews summarizing downtime trends, key learnings, and recommendations for improvement.

Qualifications & Skills

- Proven supervisory or leadership experience in maintenance within a manufacturing or production environment.
- Strong technical knowledge of IS equipment, maintenance practices, and root cause analysis.

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- Excellent organizational and planning skills with the ability to manage multiple priorities.
- Strong communication and interpersonal skills to effectively lead and develop a team.
- Knowledge of health, safety, and quality standards in a production environment.

Knowledge, Skills and Experience

Business Knowledge

- Strong understanding of IS (Individual Section) machine operation, maintenance principles, and production processes within a manufacturing environment.
- Working knowledge of glass forming operations and the interaction between maintenance activities and production efficiency.
- Awareness of production planning and scheduling to effectively coordinate maintenance without disrupting operations.
- Understanding of cost control principles, including maintenance budgeting, spare parts management, and cost-effective repair practices.
- Familiarity with health, safety, and environmental regulations applicable to industrial maintenance.
- Knowledge of continuous improvement methodologies (such as RCA, 5 Whys, or Lean principles) and their application to maintenance performance.
- Competence in using maintenance management systems (e.g., Prisma) for tracking work orders, downtime, and performance metrics.
- Ability to interpret technical drawings, equipment manuals, and performance data to support decision-making and problem-solving.

Essential Functional / Technical Skills

- **Leadership and Team Management:** Proven ability to lead, motivate, and develop a team to achieve performance targets and maintain high operational standards.
- **Planning and Organisation:** Strong capability to plan, coordinate, and execute maintenance tasks efficiently within tight timeframes.
- **Communication Skills:** Excellent verbal and written communication skills for clear instruction, feedback, and coordination across teams.
- **Problem Solving and Decision Making:** Skilled in identifying issues quickly, analysing root causes, and implementing effective corrective actions.
- **Technical Proficiency:** Solid understanding of hot end equipment, tooling, and changeover processes.
- **Attention to Detail:** High level of accuracy in planning and overseeing tooling, setups, and performance reporting.
- **Continuous Improvement Mindset:** Commitment to driving process improvements and learning from previous job change performance.
- **Safety Awareness:** Strong commitment to maintaining a safe working environment and enforcing compliance with all safety procedures.
- **Performance Management:** Ability to establish, track, and interpret KPIs to assess team and process effectiveness.

Personal Attributes / Competencies

- Alignment with our company values:
 - Commitment to Customers
 - People Commitment & Development
 - Sustainability
 - Collaboration
 - High Performance
 - Innovation & Continuous Improvement
- Alignment with our company purpose:
 - Great People
 - Great Place
 - Great Future

Impact

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Individual Contribution / KPIs

1. Equipment Reliability & Downtime
 - Machine Downtime (hrs/week or %): Total time equipment is unavailable due to breakdowns or maintenance.
 - Planned vs. Unplanned Downtime (%): Percentage of downtime that was scheduled (maintenance) vs. unscheduled (breakdown).
2. Spare Parts & Preparation
 - Parts Availability Rate (%): Percentage of maintenance jobs not delayed due to missing parts or materials.
3. Team Performance & Efficiency
 - Planned Maintenance Compliance (%): Percentage of scheduled maintenance tasks completed on time.
 - Skill Utilization / Cross-Training Rate: Percentage of staff trained and competent across multiple maintenance tasks.
4. Safety & Compliance
 - Zero Lost Time Incidents (LTI): Measures adherence to safety protocols.
5. Reporting & Communication
 - Timeliness of Reports (%): Weekly/monthly reports submitted on schedule

Key Contacts

- Senior leadership team
- Manufacturing operations
- Logistics
- Planning
- Human resources
- Continuous Improvement
- Finance
- Suppliers
- Customers

Decision Making

(Outline the most important recommendations expected to be made for others to decide on)

The IS Maintenance Supervisor is responsible for making day-to-day operational decisions related to maintenance activities and team management. The role provides informed recommendations to management on matters requiring higher-level approval.

Key decision-making responsibilities include:

Operational Decisions:







- Allocate maintenance tasks and resources based on priority and production requirements.
- Approve minor adjustments to maintenance schedules to minimise downtime.
- Determine immediate corrective actions in response to equipment breakdowns.
- Direct maintenance personnel in the safe execution of repair and installation work.

Recommendations expected to be made for others to decide on:

- Capital Expenditure & Major Repairs
- Maintenance Strategy
- Staffing & Training Needs
- Root Cause & Continuous Improvement Actions:
- Performance & KPI Reviews
- Safety & Compliance Enhancements:

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Value	Leads Others
Commitment to Customers 	<ul style="list-style-type: none"> ➤ I listen and value input from stakeholders. I am a trusted advisor. ➤ I consider big picture, I identify and communicate risks, challenges and opportunities. ➤ I empower others, together we can meet the needs of customers and the organisation.
People Commitment and Development 	<ul style="list-style-type: none"> ➤ I always provide open and honest feedback, team behaviours are values-based. ➤ As a leader, my priority is the success of others, I achieve this by offering regular feedback and development opportunities. ➤ I ensure all of my stakeholders feel safe, included and have an equal opportunity to contribute and succeed.
Sustainability 	<ul style="list-style-type: none"> ➤ I ensure others is conscious of our impact on people and environment, people and safety remain top of my agenda. ➤ I encourage others to embrace positive change. ➤ I role model how to make sustainable choices, and sustainability conscious decisions.
High performance 	<ul style="list-style-type: none"> ➤ My interactions with others are values driven and well planned. I ensure we reflect on lessons learned. ➤ We are accountable for delivering against objectives or targets. I support others through coaching, development and regular feedback. ➤ We face challenges head-on, as a team.
Collaboration 	<ul style="list-style-type: none"> ➤ I adapt my style of communication to get the best out of others and actively seek out a diverse range of perspectives and ideas. ➤ I champion equity, diversity, and inclusion. I challenge inappropriate language or behaviours consistently and respectfully. ➤ I am comfortable with not being the expert, we play to our strengths.
Innovation and continuous improvement 	<ul style="list-style-type: none"> ➤ I create an environment where it is safe to challenge and be curious. ➤ We reflect on performance; I encourage celebration of our successes and always look for improvements. ➤ I am open to change, I communicate the reasons for change, I am transparent about the challenges.