



Job Title	Distillery Maintenance and Projects Leader
Business Unit	OBU
Function/Region	Distilling and Technical Mexico
Location	Atotonilco
Leader	Mexico Operations Site Leader
People Leadership	5 x Maintenance Technicians, Boiler Operators + several contractors
Job Level	4B

Role Purpose

To manage, lead and develop the Tequila Distillery Maintenance and services team to safeguard delivery of key results, ensuring that assets are effectively managed in a safe, co-ordinated and environmentally sensitive way that sustainably serves the needs of its stakeholders, and optimises the long-term return on investment for the company.

Accountabilities

- Lead the maintenance team and successfully implement the Planned Maintenance and Continuous Improvement strategies by translating them into achievable and actionable plans.
- Controlling different engineering projects for the site, by organizing projects elements such as technical studies and costs estimates, budgets, quotes, execution, project schedule and reports of progress, controls of changes and contractors administration.
- Control the planning and co-ordination of all maintenance work around site.
- Implement best practise processes and procedures maximising effectiveness whilst maintaining a strong interface with Process teams, Spirit Supply, Technical Support, and Project Engineering.
- Execute the site Maintenance and Projects engineering strategy in line with the Company, Operations and Business Unit objectives.
- Manage and monitor Maintenance budgets in terms of plant reliability, legislative compliance and fixed costs for maximum functional benefit.
- Ensure timely effective response to unplanned breakdowns and implement permanent solutions.
- Ensure that all inspection, verification and recording regimes are fully compliant and up to date by reviewing plant performance and reporting. Ensure exceptions and/ or non-conformances are tracked and followed-up to completion.
- Control stock, ensuring that tools, equipment, spares and materials are available when required for all tasks.
- Implement group CMMS and assets management in line with the company best practices.
- Take ownership of all maintenance contracts around site and effect savings where possible.
- Lead, motivate and develop (professional & personal) the site maintenance team in line with the Company Values to maximise employee engagement.
- Ensure that all maintenance and asset management activities are undertaken in accordance with all relevant legislative and statutory requirements.
- Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at William Grant & Sons where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.



Core Competencies:

<p>Deciding & Initiating Action</p> <ul style="list-style-type: none"> • Makes prompt, clear decisions which may involve tough choices or considered risks • Takes responsibility for actions, projects and people • Takes initiative and acts with confidence • Initiates and generates activity 	<p>Leading & Supervising</p> <ul style="list-style-type: none"> • Provides others with a clear direction • Sets appropriate standards of behaviour • Delegates work appropriately and fairly • Motivates and empowers others • Provides staff with development opportunities and coaching • Recruits staff of a high calibre
<p>Relating and Networking</p> <ul style="list-style-type: none"> • Establishes good relationships with customers and staff • Builds wide and effective networks of contacts inside and outside the organisation • Relates well to people at all levels • Manages conflict • Uses humour appropriately to enhance relationships with others 	<p>Delivering Results & Meeting Customer Expectations</p> <ul style="list-style-type: none"> • Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Monitors and maintains quality and productivity • Works in a systematic, methodical and orderly way • Consistently achieves project goals.
<p>Applying Expertise & Technology</p> <ul style="list-style-type: none"> • Applies specialist and detailed technical expertise • Develops job knowledge and expertise through continual professional development • Shares expertise and knowledge with others • Uses technology to achieve work objectives • Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity • Demonstrates an understanding of different organisational departments and functions 	<p>Planning and Organising</p> <ul style="list-style-type: none"> • Sets clearly defined objectives • Plans activities and projects well in advance and takes account of possible changing circumstances • Identifies and organises resources needed to accomplish tasks • Manages time effectively • Monitors performance against deadlines and milestones.

Skills and Qualifications:

Essential:

- Qualified degree in a relevant Engineering discipline (Electrical, Mechanics, Chemistry or other fields related).
- Proven team leader who can set objectives, performance manage and develop individuals to achieve their potential.
- Significant experience providing engineering solutions across a variety of complex machinery and equipment.
- Awareness and understanding of relevant engineering standards.
- Working knowledge of Health and Safety and Continuous Improvement techniques.
- Knowledge and understanding of Project Management principles and Computerised Management Maintenance Systems.
- Advanced English skills.

Desirable:

- Lean Manufacturing and Six Sigma qualifications.

Created by:	
Date:	
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Date of last revision:	