

## Job description

Position: **In-line Technician**  
Department: Operations

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### Key objectives

- Responsible for preventive maintenance, breakdown maintenance and improvement machines/equipment and its' accessories within his assigned area
- Follow Legal and Company regulations about safety, health and environment

### Job Responsibilities

- Responsible for follow up all systems GMP, HACCP, QCP, ISO 9001, ISO 14001, ISO 18001, ISO 22000 and standard Food Safety FrieslandCampina (FOQUs) and request to change if any development/improvement
- Follow work instruction and process
- Do repairs to ensure machines running properly in quality standard and report in the shift duty
- Do planned maintenance and inspection machines/equipment to keep them in good conditions
- Coordinate work activities with operators/production supervisors in shift to ensure machines operating in standards of safety, quality and efficiency
- Do air/steam leaking inspection as planned for energy saving
- Update machines history data, breakdown data, analysis system
- Feedback/report the situation of machine and equipment and suggest to revise preventive maintenance plan
- Check the quality of spare parts and feedback/report to Assistant Engineering Manager
- Join in installation of machine and/or systems as requested. Update relative documents, drawing if there is any changing within assigned area
- Study, suggest any improvement on equipment / system
- Participate in personal training and development as required
- Maintain a 5S work areas, follow Good Manufacturing Practices, and work safely
- Comply strictly safety regulations, related GMP, ISO and HACCP, Foqus activities
- Review Work Instruction, safety Risk Assessment annually
- Be a WCOM Pillar/team member and implement WCOM routes
- Develop training documents/guides based on WCOM program
- Conduct 1on1 and group training workshops
- Make weekly, monthly, quarterly reports with highlights [good/ bad & next actions]
- Attend internal seminar to exchange experiences and knowledge in order to improve maintenance quality
- Other duty as assigned by **Production Supervisor**

The above responsibilities are not intended to be an exhaustive list of all responsibilities and duties required of employees assigned to this job. The incumbent may be asked to perform other duties as assigned by the Company.

### Job requirements

- Education: Graduated from Technology / Technology and Education University – major in Mechanical / Electrical / **Automation**
- Experience: **02 – 04 experience years**
- Skills:
  - Familiar with international & local standard in food & beverage/dairy/FMCG industries
  - Microsoft office fluently in Excel and PowerPoint
  - English fluently in speaking and writing
  - Coaching skill - share experience to in-line technician

This job description is effective per the signing date. When the Labor contract signed between the incumbent and the Company is extended or re-signed for the same position, this job description will be effective per the effective date of the Labor contract.

All parties agree to their best understanding that they have read, understood and agreed to all the clauses herein this Job description.



Line Manager

On behalf of the Company,  
HR Business Partner

Incumbent

Name  
Date

Name  
Date

Name  
Date