

THOMAS LOUIS GELDART



083 266 4118



tlgeldart78@gmail.com



Johannesburg (Looking to relocate to Cape Town)

Medical Maintenance Planner / Maintenance Foreman / Manager / Mechanical Maintenance Co-Ordinator

To whom it may concern

I hereby send you my comprehensive CV, in hopes to be considered for a position in your organization. I have extensive experience in the above-mentioned position and I would like an opportunity to prove my value to the company, I will endeavor to do my utmost best in this position and to fulfil the task assigned to me.

I am a Highly hands on and motivated Maintenance Planner / Maintenance Co-Ordinator / Maintenance Scheduler, with over 20+ years of experience with being a Red Seal Qualified fitter as well as prior experience in Management. Maximizing equipment reliability by use of planned maintenance, creating and implementing maintenance schedules, and ensuring that issues and problems are resolved in real-time. Employing exceptional skills in planning maintenance work orders, creating and maintaining a bridge between operations and maintenance departments, and determining technical documentation that will support craftsmen. Eager to utilize talents in handling initial screenings of maintenance work orders, generating work orders, and creating schedules, obtaining necessary tools and equipment, and creating correlating procedural manuals.

My skills include, but are not limited to:

Leadership, honest, ability to work under pressure, accuracy, adaptability, advising people, analyzing data, analyzing problems, attention to detail, brainstorming and asset to team, fitting, planning maintenance, coordinating maintenance, computer, coordinate office activities, MECP activities, supplier communications

I am ready and qualified for the next stage in a successful career. Seeking to be a part of making your company a great success. Thank you for your consideration.

Kindest regards

Thomas Louis Geldart

Personal Information

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- ✉ geldarttommy@gmail.com /
tlgeldart78@gmail.com
- 📞 781126 5147 085
- 📖 Afrikaans & English
- 🌐 Benoni, Gauteng ~ Actively
looking to relocate
- 💍 Married
- 👤 One

Secondary Education

🎓 Rhodesfield High School
Year Educated: 1997

Subjects:

- ¿ Afrikaans
- ¿ English
- ¿ Fitting & Turning
- ¿ Mathematics
- ¿ Natural Science
- ¿ Technical Drawing

Tertiary Education

🎓 Kempton Park College
Technical N3 Matric
1998

Subjects:

- ¿ Mechano Tech
- ¿ Mathematics
- ¿ Science
- ¿ Technical Drawings

Professional

- ¿ Mechanical Fitting
- ¿ Planning Mechanical
Maintenance
- ¿ Co-Ordinating Mechanical
Maintenance
- ¿ Fully Computer Literate
- ¿ Co-Ordinate Office Activities
- ¿ Supplier Communications
- ¿ MECP Activities
- ¿ MARSH Safety Audit
- ¿ OSH Act as well as FCC 2200
Food Safety

Thomas Louis Geldart (Tommy) - Work Experience

Tiger Brands (FMC Plant)

Mechanical Maintenance Planner | Acting Mechanical Maintenance Co-Ordinator
October 2019 to Present

Reference: Nigel Thangin | Site Engineer | 083 123 4117

Notice Period - One calendar month

- ¿ Assist in Starting a new Mayo pant and getting OEE up to 85%
- ¿ Plan shutdowns and projects
- ¿ Oversee Communications
- ¿ Communicate with service suppliers
- ¿ In charge of spares availability, administration, and orders
- ¿ Issue job cards and maintenance schedules
- ¿ Update schedules and manage returns properly and correctly
- ¿ Maintain Corn cutters, Cookers, FMC Machines, Tippers, Palletizers, De-
Palletizers, Sorting Belts, Batch tanks, Holding tanks and optic sorter
- ¿ Standby duties • Rebuild spares
- ¿ Conduct root cause analysis for breakdowns and preventative actions
- ¿ Build accumulation conveyors for cans
- ¿ Overhaul pumps and gearboxes
- ¿ Ensure replacement equipment is properly overhauled for re-use
- ¿ Manage engineering breakdowns by capturing on DMS to ensure accurate root
causes analysis
- ¿ Oversee budgeting and forecasting
- ¿ Plan maintenance work related to equipment maintenance to enhance
equipment and plant reliability and availability
- ¿ Develop routine maintenance schedules
- ¿ Specify the preventative maintenance to ensure correct maintenance work
execution
- ¿ Ensure key performance indicators are captured and reported for equipment
reliability, departmental performance, maintenance planning and schedule
- ¿ Ensure application Original Equipment Manufacturer (OEM) preventative
requirements for correct maintenance work specification
- ¿ Monitor periodic requirements of plant equipment and plan maintenance
timeously
- ¿ Co-ordinate weekly maintenance planning meetings
- ¿ Monitor preventative maintenance execution and ensure that preventative
maintenance is done and coordinate restoration of the equipment
- ¿ Drive implementation of PM pillar of MECP
- ¿ Ensure maintenance staff carry out correct repairs
- ¿ Facilitate equipment availability to ensure that the preventative maintenance
can be done
- ¿ Assist in evaluating all readings taken on the plant before submitting to
Engineering Manager
- ¿ Do planned maintenance scheduling, update schedules and sign off on
completed schedules
- ¿ Conduct plant inspections, and issue unplanned maintenance schedules

Additional Certificates

- ¿ Maintenance Planning and Scheduling
- ¿ NQF Levels 1, 2, 3, 4
- ¿ Instruments Level 1
- ¿ Currently completing - Instruments Level 2, 3, 4
- ¿ Electrician Level 1, 2, 3
- ¿ Overtime Management
- ¿ Chemical Fitting NQF Level Four C.O.A.I.T.B █2002
- ¿ Qualified Fitter - Red Seal █C.O.A.I.T.B
- ¿ Manufacturing Excellence
- ¿ First Aid
- ¿ SAP ERP R3 (Purchase Requisitions Create and MIGO)
- ¿ Controlled Maintenance Cost
- ¿ Schuitema Leadership Training
- ¿ Health and Safety Representative
- ¿ Managing Discipline
- ¿ Hoist Training
- ¿ Controlled Equipment and Spares Inventory
- ¿ Abrasive W heels
- ¿ Festo Pneumatics NQF Level 3
- ¿ Preparing for Enquiry
- ¿ Chairing and Enquiry
- ¿ Step UP Supervisory Skills
- ¿ SAP ERP R3 (ERP Management, Human Resources and Materials)
- ¿ Safety Training (Dealing with Accidental Blood Spillage)
- ¿ Operate a Tractor Certification
- ¿ Fire Fighting Techniques
- ¿ dMS Maintenance Module - Advanced
- ¿ FSSC 22000 Implementation
- ¿ Lean Maintenance Planning and Scheduling
- ¿ dMS Maintenance Module
- ¿ First Aid Level 2
- ¿ Siemens S7 Service and Maintenance
- ¿ Manual operated Hoist Machine

Personal Skills

Leadership █ Attention to Detail █ Advising People █ Adaptability █ Analyzing Data █ Accuracy █ Analyzing Problems █ Ability to Work Under Pressure █ Leadership Skills █ Communication Skills █ Decision Making █ Deadline Driven █ Teamwork █ Time Management █ Systematic █ Honest █ Interpersonal Skills █ Organization Skills █ Brainstorming & asset to team █

- ¿ Assist with the identification of resources, equipment needed for specific tasks and creation of new stock items in preparation for new equipment
- ¿ Ensure key performance indicators are captured and reported to Engineering Manager for equipment reliability, departmental performance, planning and scheduled business flow process
- ¿ Ensure workplace discipline and manage ER issues in line with company policies and procedures
- ¿ Accurate and timely reporting of data, document control (Supply Chain, environmental, scorecard)
- ¿ Analyse data from maintenance information systems and identify trends and areas for continuous improvement
- ¿ Capture financial information regarding preventative maintenance as required by department
- ¿ Manage internal, technical, process projects and develop and control maintenance budget and consumables inventory for units
- ¿ Ensure anchor grading principles are achieved and always met
- ¿ Create a high-performance culture within the team to ensure targets are met
- ¿ Ensure and maintain safe working conditions for employees and equipment based on risk assessments and compliance with OHSA act, and compliance with SHEQ legislation legal requirements regarding plant equipment maintenance work specification as well as internal policies and procedures
- ¿ Run MARSH safety audit and preparation
- ¿ Report on all spares required for the next maintenance stoppage
- ¿ Manage a team and optimize individual skills

Red Seal and Builder (FMSO Plan)

Mechanical Maintenance Planner █ Filter Action

January 2010 to September 2010

Reference: Elzabeth Peter █ Foreman/Controller █02455992

- ¿ Plan Shutdowns and projects █ Communicate with service suppliers
- ¿ Calibrate equipment █ Standby duties █ Rebuild spares
- ¿ In charge of Spares availability, administration, and ordering
- ¿ Supervise and train on machines █ Capture data and put out graphs
- ¿ Create work schedules and job cards █ Manage returns of schedules
- ¿ Capture feedback and update schedules
- ¿ Maintain fillers, cappers, labellers, case sealers, shrink wrappers, conveyors
- ¿ Build accumulation conveyors for bottles

Adson Explosives Limited

Engineering Team Manager

November 2009 to October 2012

Reference: Albert Du Ploois █ Engineer █08291698

- ¿ Delegating of subordinates
- ¿ Planning of shutdowns and maintenance on explosives
- ¿ Manufacturing machines

Computer Skills

Ms Word | Ms PowerPoint | Ms Excel |
Aramis | SAP | Opera | JDE | DMS
(Champion) | Pragma | CMMS | Internet

Technical Skills

Machines Competencies

Crimping Machines | Coiling Machines
| Boilers | Pressure Vessels | Fuse
Spinning Machines | Rewinders |
Examining Machines | Extruders |
Incorporators | Vibrating Machines |
Sieving Machines | Mills | Mechanic
Robots | Pneumatics Robots | Corning
Machines | Mixing Machines |
Detonator Filling Machines | Pumps |
Valves | Effluent Plant | Dettol Filling
Machines | Dettol Capper | Dettol
Shrink Wrapper | Aerosol Filling
Machines | Aerosol Crimpers | Aerosol
Cappers | Jik Filling Machines | Jik
Capper | Jik Labeller | Jik Bottle
Unscrambler | Jik Shrink Wrapper | Jik
Case Sealers | Conveyor Belts | Cookers
| Flotation Washer | Optic Sorter |
Holding Tanks | Batch Tanks |
Palletizers | De-Palletizers | FMCG
Machines | Tipper

Materials Competencies

Lead Azide | Lead | Lead Stifnet | Glycol
| Silicon | Red Lead | Black Powder |
Charcoal | Potassium Nitrate | Slurry |
Gas | Acid | Knox | Dettol | Jik | Aerosol |
Cobra | Bottles | Tins | Mixers | Caps |
Labels | Steam | Mielies | Brine | Mix
Vegetables | Sugar | Water | Glycerine

Valves Worked On

Saunders Valve | Gate Valves | Butterfly
Valves | Ball Valves | Needle Valve |
Pinch Valve

Pumps Worked With

Submissible | Centrifugal or
Rotodynamic | Multistage Pumps |
Sandpiper

- ¿ Making up spares lists and controlling the stock levels
- ¿ Re-ordering spares
- ¿ Drawing up stock lists, ordering and controlling of spares
- ¿ Organizing company events
- ¿ Controlling breakdowns on plant
- ¿ Prioritize jobs in hand
- ¿ Controlling of contractor work
- ¿ Making up drawings and sourcing
manufacturers and suppliers
- ¿ Handling enquiries. Audits and
investigations on unusual activities
- ¿ Managing time control, overtime and leave of staff
- ¿ Typing and filing of documents and correspondence
- ¿ Distributing all incoming and outgoing mail and electronic mail
- ¿ Handle and/or refer delegated enquiries

African Explosives Limited

Shift Manager

April 2009 to November 2009

- ¿ Ensuring quality control and customer service
- ¿ Managing Time control, overtime and leave of staff

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Mechanical Technician

February 2006 to April 2009

- ¿ Operating automated Machines (Detonator manufacturing machine)
- ¿ Doing breakdowns
- ¿ Quality Checking of Products and machines
- ¿ Cleaning Machinery

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Fitter

May 2002 to February 2006

- ¿ Maintenance on equipment
- ¿ Doing Shutdowns
- ¿ Rebuilding spares
- ¿ Maintenance on Extruders, Examining,
Rewinders & Spinning machines.
- ¿ Maintenance & Rebuilding of conveyers

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Fitter Apprentice

April 1999 to May 2002

I worked my way up from fitter apprentice to shift manager at African Explosives over a period of 13 years. During this time, I spent a lot of overtime and physical work to become an experienced Maintenance planner.