



**Job Description:**

Job Title: <b>Maintenance Engineer</b>	Department: <b>Maintenance</b>
<b>Purpose of Job:</b> To ensure that all plant and equipment is maintained in a safe condition and is running at its optimum performance.	
<b>Key Areas of Responsibility:</b>  <b><u>Maintenance</u></b> <ul style="list-style-type: none"><li>• To ensure the Preventative Maintenance Plan is both effective and adhered to, including identifying and introducing a suitable preventive maintenance software system;</li><li>• To organise and carry out electrical installation and repair of 415v, 240v and 110 circuits and equipment;</li><li>• To organise and carry out all aspects of onsite engineering activities, mechanical and electrical;</li><li>• To minimise the use of outside contractors where possible;</li><li>• To ensure maintenance work is carried out on time and within budget;</li><li>• To resolve breakdowns of equipment to ensure production down time is minimised;</li><li>• To keep a perpetual inventory of all spare parts ensuring that in the event of a breakdown/change over spare parts are available and implement an effective ordering system to ensure spares available.</li></ul> <b><u>People Management</u></b> <ul style="list-style-type: none"><li>• Undertake people management and development activities including (but not limited to):-<ul style="list-style-type: none"><li>• performance appraisals;</li><li>• return to work interviews;</li><li>• counselling regarding Company policy and procedure etc.;</li><li>• disciplinary &amp; grievance investigation interviews;</li><li>• holiday planning;</li><li>• development of training plans;</li><li>• monitoring attendance levels (timekeeping &amp; absence).</li></ul></li><li>• Undertake Team Briefs on a regular basis to ensure all members of team are provided with timely information on relevant Company issues;</li><li>• Provide all personnel new to the Section (e.g. new or transferring employees) with an appropriate Job Role induction and ensure suitable and sufficient training is provided;</li><li>• Identify training needs and implement appropriate actions to address needs as necessary to ensure flexibility within department;</li><li>• Develop a culture of continuous improvement within the Team</li></ul> <b><u>Health and Safety</u></b> <ul style="list-style-type: none"><li>• To supervise all contractors ensuring the safety of contractors, employees and visitors;</li><li>• To manage the permit to work system in respect of maintenance activities including statutory examination of pressure systems &amp; lifting equipment;</li><li>• To maintain a clean and safe working environment for all employees.</li><li>• To ensure all personnel within the Department adhere to all applicable Health and Safety Procedures including (but not limited to):</li></ul>	

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## ORANGETBOX LIMITED

### JOB DESCRIPTION

<ul style="list-style-type: none"><li>a. safe operation of equipment and machinery;</li><li>b. adherence to Personal Protective Equipment requirements (e.g. safety boots / safety glasses etc.);</li><li>c. accident and near miss reporting;</li><li>d. fire evacuation procedures;</li></ul> <ul style="list-style-type: none"><li>• To assist with risk assessments for the Department as and when required;;</li><li>• To assist with accident and near miss investigations and identify and implement corrective actions as necessary;</li></ul>
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Number of Direct Reports / Functions: (e.g. 3 x Production Operatives)	
No: 2	Role(s): 1 x Maintenance Engineer 1x Maintenance Assistant.

Position Reports To: <b>Production Engineering Manager</b>
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This Job Description is not an exhaustive list of duties. The jobholder will be expected to carry out any reasonable instructions that the Manager may request. The details listed above are subject to change in line with the needs and growth of the business

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**PERSON SPECIFICATION**

<b>Characteristics:</b>	<b>Essential</b>	<b>Desirable:</b>
Personal Circumstances / Characteristics	<ul style="list-style-type: none"> <li>Organised and able to manage multiple maintenance activities;</li> <li>Able to work with minimal supervision;</li> <li>Good Team Player.</li> <li>Pro-active, hands on approach.</li> </ul>	<ul style="list-style-type: none"> <li>Able to be flexible in terms of hours worked as may be required to work outside normal hours in the event of breakdown</li> <li>Car driver with own vehicle</li> </ul>
Work Experience:	<ul style="list-style-type: none"> <li>PLC experience.</li> <li>Previous electrical maintenance experience.</li> <li>Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance experience in a Manufacturing environment</li> <li>Experience of managing contractors</li> <li>Mechanical maintenance</li> </ul>
Knowledge/Qualifications/Skills	<ul style="list-style-type: none"> <li>Qualified electrician</li> </ul>	<ul style="list-style-type: none"> <li>Mechanical skills</li> <li>Health and Safety Qualification (NEBOSH Certificate or equivalent)</li> <li>Understanding of health and safety implications associated with contractors e.g. permits to work etc.</li> </ul>

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