



## Technician, Maintenance – Job Description

(Job Code and Level: MFGMAI002)

### Definition:

Ensures that facilities, layout and machinery used to produce new and existing materials and goods run to their maximum efficiency and output. This includes total preventative maintenance, managing breakdowns of mechanical, electrical and robotic equipment (including software programming).

### Overall Purpose of the Role:

Install, maintain, improve and repair equipment, plant, services and building installations to set levels effectively in compliance with best practices ensuring production efficiency can meet customer requirements within a safe well-presented facility. Respond to technical issues affecting production and maintain electrical and mechanical services through Planned Preventative Maintenance (PPM). Work on many phases or sub-tasks of projects or entire projects of moderate complexity, with results impacting on project completion. Work under general supervision, reviewed at project milestones and/or on completion by Senior Management.

### Key Responsibilities:

#### General and Task Management

- Attend breakdowns, identify fault and problem solve with minimal downtime to production
- Carry out diagnosis of faults, the maintenance and repairs to all types of plant and equipment in a safe, timely and professional manner and return equipment to operational service
- Estimate length of time required to complete a job and likely consequences of failure to complete work within required timescales
- Identify and escalate any activity that has the potential to cause harm or damage
- Report breakdown root causes, equipment faults and concerns to management
- Ensure all work is undertaken to a high quality standard and adheres to all quality standard regulations

- Ensure company targets are met in respect of quality of parts produced
- Identify spares requirements and log usage
- Assist in the development of planned preventative maintenance (PPM) schedules
- Carry out PPM schedules as necessary and planned work orders as required and provide feedback to develop the system
- Assist with the moving, installation, repositioning of machines and equipment
- Make full use of the computerised maintenance management system
- Plan and prioritise workload to support production and ensure efficient use of working time
- Log completion of work on all required maintenance management systems
- Operate Fork Lift Truck and lifting equipment
- Assist visiting specialist engineers when necessary
- Ensure that contractors are utilised in accordance with company procedures
- Work within 5S (Sort, Set In Order, Shine, Standardize, Sustain) methodology to maintain workplace to a high standard
- Ensure all personal protective equipment is identified, always available, correctly used and all associated problems are reported to management
- Ensure all lost time, minor and trivial accidents are reported
- Promote environmental issues and ensure all company procedures are understood and followed
- Keep up with current and developing manufacturing and engineering trends regarding maintenance
- Undertake special projects as required
- Contribute to continuous improvement activities
- Quality control of work by appropriate reviews
- Support and lead improvement activities
- Write reports and present progress at project meetings
- Achieve goals within budget
- Plan projects or subtasks so they may be tracked and presented
- Attend various meetings and action/communicate instructions
- Undertake continuous training and development
- Independently determine approach and assigned tasks

### **People Management**

- Lead and/or support trainee engineers
- Train people within own work group

### **Relationship Management**

- Work and liaise with a range of internal departments and external suppliers, utilising good effective communication across all functions
- Ensure a safe working environment exists for self and colleagues, ensuring all health, safety environmental and quality management procedures are followed and achieve the company's and departmental Key Performance Indicators (KPIs) targets

### **Self Management**

- Embraces personal challenge
- Confident, rounded thinking
- Is self aware
- Is resilient, optimistic and open to change and has a collaborative approach to working with others
- Good communication and interpersonal skills
- Engages interest and participation of others
- Proactively contributes to the team

### **Skills and Attributes:**

- Understanding engineering, scientific and other technical information
- Ability to work in a diverse and dynamic environment
- Planning and prioritising activities
- Ability to present data effectively
- Advanced Problem-solving skills
- Understanding of Health and Safety practices
- Excellent team working skills
- Ability to train self and cascade knowledge to others
- Structured Analytical skills
- Good understanding of customer expectations and deliverables with an awareness of the impact of failure/cost of poor quality

### **Qualifications and Experience Levels:**

- ONC, A Levels, City & Guilds level 3, BTEC National Diploma Level 3, IVQ Technician Diploma or equivalent NVQ level 3 qualification
- Completed a recognised indentured apprenticeship in facilities management
- Practical hands-on approach to problem solving
- Experience of working with facilities management
- Mechanical, electrical, electronic or software background
- Substantial experience in a high volume manufacturing environment, preferably automotive
- Commercial understanding of the impact of failure/downtime on production and ultimately customer delivery
- Fork Lift Truck (FLT) Reach licence

### **Example roles this job description may cover:**

- Electrician
- Mechanical Fitter