

Job Description

JOB TITLE: Maintenance Technician

DEPARTMENT: Engineering

COMPANY: Vernacare Ltd

REPORTING TO: Engineering Team Leader

Scope of Appointment:

To be responsible for the mechanical and electrical maintenance of plant and equipment at Vernacare Limited.

To assist in conjunction with others, the optimisation of the manufacturing process of pulp moulded products to the standards of service and quality required by Vernacare and its customers.

Principal Accountabilities:

- To be responsible for both mechanical and electrical engineering maintenance issues around the factory.
- Undertake planned maintenance, breakdown repair and condition monitoring activities of plant and equipment.
- Report to Operations staff on status of machine breakdowns.
- To manage and deliver departmental based projects.
- Attend and contribute to regular team meetings (some of which will occasionally be outside of your normal working hours)
- Produce Excel and Word based production reports as required.
- Proactively identify and implement improvements to operational machine and resource efficiencies whilst giving consideration to the impact on other departments. Promoting a continuous improvement culture within the department
- Work in conjunction with Operations staff on daily operational engineering related issues and continuous improvement teams.
- Manage sub contractors as required.
- Identify creative ways to reduce cost by streamlining processes and systems
- Responsible for individual performance measures i.e. annual savings per engineer, open planned maintenance requests etc.
- Responsible for ensuring that a clean, tidy and hazard free working environment is maintained to defined standards
- To contribute to Six Sigma activities as they relate to own area of responsibility
- Perform general administration tasks as necessary
- **This is a summary of the key tasks and responsibilities of the Maintenance Technician and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the organisation, as well as the personal development of the post holder.**

Health and Safety

- To assist and be accountable to the Maintenance Team Leader for implementation of the Health and Safety Policy and arrangements within all areas of responsibility, including the health, safety and welfare of all team members and others
- Ensure that all prescribed safe systems of work for processes and activities derived from risk assessments are adhered to.

Essential Experience

- 2-3 years maintenance experience in a FMCG manufacturing environment
- Knowledge of electrical and mechanical systems, PLC's, hydraulics and pneumatics.
- Knowledge of Health and Safety, Environmental and Quality Regulations

Essential Qualifications

- NVQ 2/3 or City & Guilds level in Electro-Mechanical Engineering qualification or similar.

Technical Skills

- Electrical and mechanical fault finding experience.
- Fork lift truck and mobile platform experience.
- Proven knowledge of continuous improvement techniques e.g. 6 Sigma Black or Green belt trained, 5S principles, Kaizen, Project management skills
- IT skills in Word, Excel, Power-point, Lotus Notes (essential)
- Presentation skills
- Financial awareness and budget management understanding

Personal attributes

- Excellent written and verbal communication skills
- Ability to communicate at all levels
- Sense of humour....
- Adopts a 'right first time' approach to all job tasks
- Takes ownership for continuous improvement in the job role
- Improvement and Change Management skills
- Owns and participates actively in the achievement of own, department and Company goals and objectives
- Ability and willingness to work shifts, call out, overtime, including weekends
- Leadership skills to manage and motivate

Behaviours

- Demonstrates a problem-solving and decision making approach to work – looks for a win-win outcome
- Demonstrates personal integrity
- Supports and operates in an atmosphere of open communication
- Ability to foster good employee relations
- Well developed interpersonal and influencing skills
- Adopts a team approach
- High level of commitment, drive and vision

- Calm under pressure
- Organised and methodical approach
- Highly self motivated and resilient
- Adaptable and flexible
- Positive Personal Attitude
- High attention to detail.