



Job Description

Job Title: Site & Plant Maintenance Engineer
Reporting to: Production Manager

Purpose and Scope

To ensure our manufacturing equipment, facilities and offices are maintained to the highest standard. The role requires a flexible can do attitude with great hands on multi skilled abilities which can be applied to a variety of tasks including the repair of hand tools, plant, minor carpentry and plumbing, decorating and small building works. The ability to complete maintenance records for audit will be required. The role is part time (20 hours). To complete this role a proven track record as a Tradesperson or Handyman role is necessary.

Main Tasks and Responsibilities

- Personally make health and safety a priority ensuring you comply with all health and safety instructions
- Comply with the policies and procedures of the Company
- Work in a safe and orderly manner
- Maintain a clean, tidy and safe working environment at all times
- Adhere to the Company's procedures with regard to environmental policies, specifically the recycling of waste product
- Plan your work to minimise waste of raw materials
- Ensure all the property and equipment you use is maintained and not recklessly damaged
- When necessary assist in other areas, within your capabilities and training
- Diagnose and repair a variety of electrical hand tools and welding equipment
- Be able to solder
- Manage a stock of parts in order to complete repairs
- Keep a log of all fault and repairs in an auditable manner
- Be able to organise in order to complete both planned and reactive maintenance
- Work closely with Managers and Production Supervisors in order to meet personal deadlines and those of the manufacturing department

- Organise and complete small maintenance work such as door adjustments, concrete repairs, floor renovations and painting and decorating

The Company reserves the right to require the employee to perform duties other than those listed according to the changing requirement of the business.

This job description is subject to review and possible subsequent revision.