

## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Engineer

**RESPONSIBLE TO:** Facilities Manager

**DEPARTMENT:** Facilities

**JOB OVERVIEW:** To assist in the smooth running of the warehouse operation ensuring that the business needs and targets are met on a daily basis by providing effective mechanical / electrical maintenance support.

### **KEY RESPONSIBILITIES:**

- To carry out all physical and visual checks on site machinery as required
- Driving of fork lift truck equipment as required
- To clean & lube shafts, bearings, door catches, chains, pushers as required
- To check and tighten chain tensions, PECS, drain glue filters, slides and bearings
- Attend to machine breakdowns and solve/diagnose any mechanical / electrical failures
- To carry out system checks as required
- Conduct weekly testing of emergency generator and fire pumps (sprinkler system)
- To update spares list and monitor stock levels
- To replace heat wire and heat strips on shrink machine and conduct routine maintenance as required
- Undertake all duties safely and in accordance with Company Health & Safety policy and practice
- Provide accurate information and regular progress updates as required by management
- Liase with both internal and external customers
- Undertake such duties considered essential for the effective operation of the warehouse
- Undertake any training as required and ensure working knowledge is kept current
- Keep accurate records of all testing, checks, observations as required

**KEY ATTRIBUTES:**

A keen eye and methodical approach to detail

Presentable in appearance and attitude promoting a professional image of the Book People at all times

Flexible in regards to working arrangements and operational changes

Excellent communication skills

A high standard of health and safety at work and an ability to apply that knowledge practically

Computer literate

**QUALIFICATIONS**

Entry Level  
ONC Mechanical or Electrical Engineering

Grade 1  
Working towards an HNC in Mechanical or Electrical Engineering

Grade 2  
HNC in Mechanical or Electrical Engineering

Grade 3  
Higher National Diploma in Engineering

On-going professional development and/or training as required for the safe and effective working in the role of Maintenance Engineer.

**Declaration**

It is agreed that this job description be reviewed at least annually.

I have received a copy of my job description, have read through it carefully and I am aware that if I have any queries I should raise these with my Manager.

Signed.....

Print name.....

Date.....