

# JOB DESCRIPTION



Job Title	Senior Factory Services Engineering Technician – Maintenance/Tooling/Facilities'
Department	Factory Services
Reports to (Role)	Directly reports to; Lead Production Engineer (Supervisory level) within Operations Department  Secondary report; Aligned to one of three production teams with 'dotted line' report to Cell Leader (Supervisory level).

## Role Summary

To provide a maintenance and repair service for all aspects of the manufacturing department and ensuring that the fabric and structure of the site is maintained.

Additionally, the post holder will carry out preventative maintenance and regular testing and inspections of equipment and processes to ensure correct function and compliance with Health & Safety standards.

## Knowledge / Technical Skills Required

### Skills / Experience

- Excellent diagnostic skills regarding the breakdown and repair of pneumatic, hydraulic and mechanical equipment / machinery.
- Good machining and fabrication skills.
- A sound knowledge of basic electrical systems including fault diagnosis and basis rectification.
- An ability to read technical specifications & drawings.
- Basic PC literacy.
- A recognised time served apprenticeship with at least 4 years experience in a similar manufacturing environment.
- Current driving license.
- Forklift license (*desirable*)
- MEWP license (*desirable*)

### Skills – Desirable

- Welding fabrication and fixture design.
- A thorough knowledge of Factory Services capabilities.
- Experience of automotive driveline products.
- An ability to read and interpret technical specifications & drawings.
- An ability to liaise with production personnel to identify appropriate continuous improvement solutions.
- Aptitude for designing practical work cell layouts with minimum cost to local services.

### Personal Attributes

- A desire to improve things and to provide a good service to internal colleagues;
- A willingness to take ownership for their own area;
- Proactive and logical in their approach;
- A thorough and diligent manner, yet quick to get things done;
- Level headed under pressure and able to maintain good judgement
- Good communication skills to facilitate inter-departmental working and filter information to line manager/cell leaders.

JOB DESCRIPTION  
Maintenance Engineer



Role Accountabilities		Measurement
	<b>PRINCIPLE ACCOUNTABILITIES</b> Or "What you have to do"	<b>MEASURES OF SUCCESS</b> Or "What it will look like when you are doing your job well"
1	Prompt resolution of Work Service Requests (WRT) both breakdown and fabrication.	
2	Perform TPM functions and record results in accordance with the Maintenance System.	
3	Be responsible for getting facilities online at start of shift and training EEs to shut-down at end of working day.	
4	Advise and support technical departments / functions on best practice WRT maintenance requirements and specifications for both existing and new equipment and installations.	
5	Provide guidance and support to employees carrying out environmental duties.	
6	Design and manufacture (where appropriate) appropriate facilities and tooling required for new products and processes.	
7	Influence layouts and site-ing of new equipment services in support of new products.	
8	Organisation and direct supervision of installation of additional services in support of above.	
9	Lead Continuous Improvement activities	Manager to evaluate.
10	Any other reasonable tasks as requested from time to time.	Manager to evaluate

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<p><b>CUSTOMER SERVICE AND QUALITY</b></p> <p>To promote and deliver a high quality customer service both to your internal and your external customers.</p>	<ul style="list-style-type: none"> <li>• Displays an understanding and belief, whilst delivering excellent customer service at every opportunity so that internal and external customer's expectations are both met and exceeded</li> <li>• Displays an awareness of how you as an individual and a member of a team can contribute to the achievement of high quality standards for all your customers.</li> <li>• Is confident and competent in delivering a high quality product and service and report issues that may affect customer service to the relevant person.</li> </ul>
<p><b>EMPLOYEE RELATIONSHIPS</b></p> <p>To build and maintain good working relationships with your colleagues, promoting a positive employee relations climate.</p>	<ul style="list-style-type: none"> <li>• Good working relationships which exist with your team mates and other colleagues, and their trade union representatives (if appropriate).</li> <li>• Seek communication avenues to impart knowledge to team mates, other departments or areas of the business.</li> </ul>
<p><b>HEALTH AND SAFETY</b></p> <p>To ensure that you adhere to all Health and Safety, Hygiene and legal requirements relating to your working area to minimise any risk to yourselves and others.</p>	<ul style="list-style-type: none"> <li>• You understand the Company's Health and Safety policy and are constantly looking for ways to improve our standards.</li> <li>• You adhere to all Health and Safety, Hygiene and legal requirements at all times.</li> <li>• When noticing any safety hazards, if appropriate you deal with it yourself or notify the Health &amp; Safety Manager, and/or Line Manager before an accident happens.</li> <li>• If you see anything that you consider to be unsafe you have the right to intervene.</li> </ul>
<p><b>HYGIENE/HOUSEKEEPING</b></p> <p>To ensure that the highest standards of hygiene and housekeeping are maintained by you.</p>	<ul style="list-style-type: none"> <li>• You local area and equipment is well maintained, and kept in a clean and tidy condition at all times.</li> <li>• You take responsibility for the overall presentation of your desk and surrounding area.</li> </ul>
<p><b>MANAGING COSTS</b></p> <p>To take every opportunity to minimise cost by operating systems and procedures efficiently, and eliminating unnecessary waste.</p>	<ul style="list-style-type: none"> <li>▪ Displays an understanding of the impact of your activities upon the costs and hence the profit of the business.</li> <li>▪ You operate in such way so that costs are controlled at all times, whilst also finding ways to improve cost effectiveness.</li> <li>▪ You look for opportunities to reduce costs where possible and discuss with your Line Manager.</li> </ul>