

Role Profile – Maintenance Engineer

Role Levelling

N/a

Purpose

To ensure all machinery and site repairs where practicable and ensure Total Productive Maintenance (TPM) are carried out inline with guidelines.
To deliver an industry leading service for internal and external customers whilst maintaining full utilisation of resources through process training & colleague development.

Key Relationships

- Factory Manager
- Production Manager
- Production Team Leader
- Delivery Team Leader

Key Accountabilities

- Complete all reactive maintenance repairs on factory machinery.
- Ensure daily TPM's are carried out on identified factory equipment.
- Ensure all routine maintenance procedures are followed and communicate with all colleagues with regards to machinery performance.
- Conduct site inspections inline with local authority checks and permits.
- Ensure biomass boiler is cleaned weekly and all weekly checks are completed.
- Ensure all LEV equipment is working to optimum performance and report any issues.
- Conduct regular checks on emergency lighting inline with society policy.
- Assist where required on goods inwards FLT driving.
- Repair and maintain hand tools and local LEV equipment.
- Ensure external site house keeping is at a good standard and liaise with society external property management provider.
- Liaise with external machinery specialist on repair, services and breakdown.
- Manage inventory of replacement parts for machinery wear and tear in order to minimize machinery downtime
- Ensure all SOP (Standard Operating Procedures), Health Safety, Environmental data is adhered to inline with legislation and internal audits.
- Comply with all statutory society Health, Safety and Fire regulations and take action to avoid risk.
- Willingness to train on all processes within our factory & undertake any external training if required.
- Attend and deliver any meetings as requested including; Production, Lean, Health and Safety and Members Meetings.
- Promote an open and effective working relationship with all colleagues and 3rd parties.
- Act as a co-operative and supportive team member, within the Coffin Factory team.
- Assist in promoting our Coffin Factory within the local community, building up good working relationships with third parties.
- Ensure machinery and premises is always kept clean and tidy.
- Any other duties that may be required in supporting with the operation of our Coffin Factory.

Measures of Success

- Review of performance on daily and weekly basis.
- Review outstanding TPM requirements.
- Communicate with third party specialist machinery providers.

Experience/ Qualifications Required

- Essential
- Machine maintenance knowledge.
 - Previous electrical experience
 - Flexible in working time patterns
 - Good problem-solving techniques
- Desired
- Previous factory environment and knowledge
 - Experience in TPM processes