



JOB DESCRIPTION

Job Holder's Title:	Maintenance Engineer
Responsible to:	Maintenance Team Leader
Direct Reports	None
Site Responsibility:	Lichfield

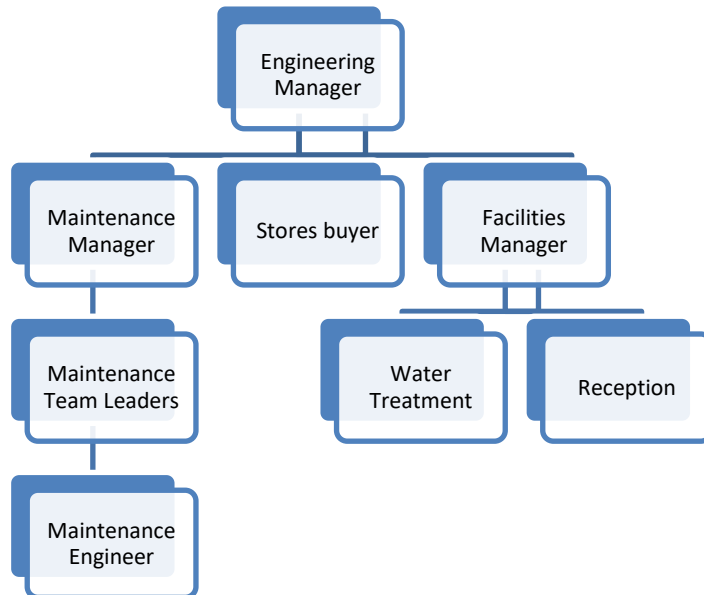
Main Purpose of the Job

Working with in collaboration with the wider engineering team to provide an effective maintenance service to the business, to ensure efficiency, availability and reliability is maximised. To drive the continuous improvement of maintenance and equipment.
 Taking responsibility & ownership for delivering a high-quality engineering service in support of the achievement of operational goals and targets.

Scope of Responsibility

Continuously work to improve the performance of the plant to deliver site efficiency and performance standards. Provide effective and efficient engineering support to manufacturing operations by co-ordinating with the maintenance team leader and other operational function managers, ensuring all site policies and procedures are adhered to.

Team Structure



HR-S- Version: 1 BRC Clause: 1.2	AUTHORISATION	SIGNATURE	DATE	Page 1 of 3
	WRITER: M. Stephenson			
	VERIFIER:			
	VALIDATOR:			



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Main Responsibilities

1	Work in conjunction with Engineering management team to ensure all Engineering Health and Safety documentation and procedures across the site are adhered to by yourself.
2	Promote and support the company technical and quality standards, focusing on continuous improvement and demonstrating the company values and behaviours.
3	Ensure you comply with technical procedures relating to food safety, ensuring any risk to food is contained, hand back documents are completed, and work areas are kept free of any potential hazards which may compromise the quality of product.
4	Adhere to department procedures, ensuring paperwork is complete and up to date.
5	Ensure performance issues with equipment are dealt with swiftly and in the correct manner, utilising the support of the engineering management team where necessary.
6	Achieve Key Performance Indicators (KPI's) for the department by supporting the engineering strategy
7	Maintain accurate service, PPMs and ad-hoc maintenance records, utilising the departments CMMS, to allow for the establishment of cost of ownership of equipment, to facilitate proactive maintenance and identify areas of focus.
8	Ensure parts are booked in and out of stores correctly and highlight discrepancies to the engineering management team.
9	Ensure handover reports are completed to provide communication between shift teams
10	Continually identify opportunities for improvements and make recommendations across the site which will deliver energy savings.
11	Provide clear communication with the operations team on live engineering issues and plans for resolution.
12	Have a proactive approach to maintenance with the aim of identifying issues before they escalate.
13	Ensure all holidays requests, RTWs, overtime forms and other documentation are given to the maintenance manager

Key Performance Indicators

1.	Safety starts with me observations completed in line with set targets
2.	CMMS utilisation and closeout of work orders in line with set targets
3.	PPM compliance in line with set targets

Limits of Responsibility

1.	The modification of any safety circuit or safety equipment is forbidden, unless directed by a member of the engineering management team and only on completion of a risk assessment
2.	Not authorised to procure equipment or services without approval from engineering management team



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Skills and Experience

1	Completion of recognised engineering qualification
2	Knowledge of maintenance practices and procedures
3	Awareness and understanding of statutory requirements and legislation
4	Excellent problem-solving skills
5	Computer literate

Special Tasks

Other ad hoc duties as required.

Other Duties

This list of duties is not intended to be exhaustive but gives a general indication of tasks and responsibilities. All employees are expected to work in a flexible manner and acknowledge that tasks not specifically covered in their job description are not excluded.