

Job Description and Person Specification

Job Title	Maintenance & Facility Engineer
Department	Manufacturing
Reporting to	Manufacturing Manager
Main Purpose of the Job 1-2 sentences which sets out the value added by this role, and differentiates it from any other role in KSPTE	To take overall responsibility for the general maintenance of factory equipment, as well as undertaking wider facilities management and maintenance as required, to ensure that the day to day operations are conducted in a safe manner.
Accountabilities Activities this role holder takes <u>ultimate ownership</u> for (but may delegate actions to others)	Plant Maintenance <ul style="list-style-type: none"> • Troubleshoot and repair manufacturing and related equipment with minimal downtime. • Read and interpret equipment manuals, assembly drawings and schematic diagrams to perform required repair or service. • Adhere to all safety procedures as required by specific standards related to the equipment, method or process. • Plan, organize and control all maintenance work within the company to ensure that plant and equipment is maintained to the required standards of quality and availability. • Maintaining machine and equipment documentation in accordance with the PUEWER regulations. • Creation of a unified preventative maintenance schedule for SGS & HT • Recommendation, selection and deployment of Maintenance management software. • Deployment of collaborative projects conducive with Digitisation and IoT, including robotics, automation and preventative monitoring systems. • Control stock and maintain contact with the appropriate suppliers and relevant personnel to ensure that an adequate supply of spares and equipment is maintained. • Regularly review all working practices, procedures and equipment to ensure that they are the most efficient and effective available.
Additional Responsibilities Other duties, tasks and activities that must be carried out by this role holder	Building Management <ul style="list-style-type: none"> • General maintenance and repairs on a day to day basis. • Ordering and overseeing maintenance sub-contractors, such as plumbers, electricians. • PAT Testing of all electrical equipment. • Co-ordination and organisation of external repairs to the building or the yard • Ensuring effective facilities management of the building, including monitoring and maintenance of the provision of an effective internal and external cleaning service, waste management service, pest control service • Be primary out of hours contact for any building issues - 24/7 first point of contact. • Effective Management of the Building Environmental Services, such as Heating, air conditioning, hot and cold water systems, electrical power and other cabled systems, building foul and waste water drainage systems, • To annually review supplier contracts to ensure cost efficiency and service efficiency appropriate for our needs • Working with the Landlord's site management team, and other contractors to ensure the building and business park facilities align with contractual terms. • General building fabric maintenance, including basic plumbing and electrical duties • Keeping all areas tidy and free of obstructions • Compare costs for various services and goods before choosing the best options

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	<ul style="list-style-type: none"> Track building upkeep as well as anticipated long- and short-term improvements and maintenance Handle certain administrative tasks, such as preparing reports for EULead team Ensure the security of the building by researching and implementing various security measures, such as surveillance cameras Respond to emergency situations or other urgent issues involving the facility <p>This job description is not an exhaustive list of activities and you may be asked and will be expected to carry out any other tasks that are reasonably within your capability and capacity.</p>
Performance Indicators Key Performance Indicators (KPIs) – what denotes success in this role? What indicates a great job has been done?	<ul style="list-style-type: none"> Production downtime due to maintenance/faults Delivery on time of maintenance schedule / preventative measures
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Qualifications and certifications	<ul style="list-style-type: none"> Minimum HNC in an engineering, mechanical, electrical or maintenance discipline.
Knowledge Required	<ul style="list-style-type: none"> Mechanical and Electrical knowledge and skills required to maintain CNC and manual grinding machine tools.
Experience Required	<ul style="list-style-type: none"> Minimum 5 years' experience as a Maintenance Engineer or Facilities Manager Experience in managing small works projects and refurbishment projects Experience providing facilities management advice and guidance within a manufacturing and office environment Practical and hands-on with ability to manage maintenance issues in-house where appropriate
Skills, aptitudes and qualities	<ul style="list-style-type: none"> Preparedness to undertake training including foreign travel including to OEM sites. Achieve budgetary agreement with Finance and adherence and reporting against it. Dealing with regulatory bodies related to Maintenance and Facilities. Capitalisation requests (Ringi) for significant spend A polite and friendly manner and ability to communicate at all levels Be able to prepare reports and information clearly and concisely Ability to be able to understand, interpret and communicate technical issues and liaise with a wide range of stakeholders Customer orientated, committed to delivering excellent service to internal customers A proactive approach to spot what is required and do it; uses initiative to identify and deliver support required. A positive and solution-driven approach; effectively resolves problems and provides excellent customer satisfaction and internal customer relations A commercial awareness and understanding of business expectations, which leads to excellent results. Behaviours that fit our vision and core values

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	<ul style="list-style-type: none">• Takes full ownership of tasks - a diligence and commitment to completing tasks accurately with attention to detail• Team worker - willing to support others within the team and staff across the organisation to achieve team and organisational goals• Flexible and adaptable to meet the needs of the business. Willingly takes on tasks as required• Proven ability to deliver, meet deadlines, prioritise and work well under pressure. Excellent organisational skills• Evidence of adapting to new tasks and operational challenges as business grows and changes
Any other information	The role holder will communicate and collaborate with many stakeholders across the business, internally and externally.