

<b>Job Title:</b> Maintenance Technician 1  <b>Department:</b> Technical Support and Facilities	<b>Approved by:</b>  <b>Reports to:</b> Technical Support & Facilities Manager	<b>Date:</b> 25/04/19  <b>Revision no:</b> 3
<b>Job Status:</b> <b>Full-time</b> <input checked="" type="checkbox"/> <b>Part-Time</b> <input type="checkbox"/> <b>Temp</b> <input type="checkbox"/>		
<b>Location:</b> <b>Letchworth</b> <input type="checkbox"/> <b>Stranraer</b> <input checked="" type="checkbox"/> <b>Home Based</b> <input type="checkbox"/>		
<b>Purpose/Objective:</b> Role entails everyday maintenance and repair of light manufacturing equipment as utilised in the manufacture of specialist headgear. A production orientated dedicated team player the ideal candidate will possess basic engineering workshop skills, hands-on mechanical ability, plus experience of air, hydraulic, and water services. A level of electrical expertise would be a distinct advantage.		
<b>Key duties/responsibilities</b>	<b>Person Specification</b>	
Maintenance, repair, and general up-keep of various production equipment much of which is bespoke.  Carryout essential safety checks as laid-down in the sites's Programmed Maintenance Scheme (PMS).  Play a key role in maintaining the facility's essential services and infrastructure. This will include environmental monitoring, building security, and fire safety.  There will be the occasional need to work at height.	Reliable, responsible, team player. Reasonably fit with own transport. Non-smoker preferred.  Technically competent they will require a methodical and systematic approach to fault diagnosis and general problem solving, be tidy and diligent in their 'hands-on' working practices and be able to communicate effectively with both production personnel and their immediate colleagues. A positive 'can do' approach is required combined with a sense of humour, an even tempexrement, and a willingness to enhance their skill base.	
<b>Skills and Abilities</b>	<b>Qualifications/Experience</b>	
Reasonable working knowlodge and hands-on experience of electrical, air, hydraulic, and mechanical machinery within a production environment.  Be able to interpret circuit diagrams and engineering drawings.  Have an acceptable level of computer literacy.  Basic machine shop skills (lathe and milling) are desirable, along with FLT operation.  A practical approach to all Health & Safety issues is a prerequisite.	An experienced technician used to working with the minimum of supervision within a busy manufacturing environment, who is also a qualified electrician, would be an ideal candidate. As would someone with power press and mould tool setting experience (vacuum, compression, and/or injection.).  Candidates from the glassfibre boat building industry, automotive assembly, electronics pick and place, or a cannary or bottling plant would also be considered.	

		<b>Any other duties</b>			
<b>Competencies</b>	<b>Expected level for the</b>	<b>Current level</b>	<b>Gap</b>	<b>Comments</b>	<b>Key</b>
Electrical wiring, supply, & installation.	<b>4</b>				<b>0 Not Required</b>
Hydraulics, and pneumatics.	<b>3</b>				<b>1 Training necessary</b>
Interpretation of circuit diagrams.	<b>3</b>				<b>2 In training</b>
Interpretation of engineering drawings.	<b>3</b>				<b>3 Qual with s/vision</b>
Plumbing	<b>2</b>				<b>4 Fully qualified</b>
Computer literacy	<b>2</b>				<b>5 Able to train others</b>
Mechanical assembly	<b>3 to 4</b>				
Joinery & Painting	<b>2</b>				
Basic workshop skills	<b>3</b>				
English: written & verbal	<b>4</b>				
<b>Travel: Generally, travel not req</b> <input type="checkbox"/> <b>Limited travel req</b> <input type="checkbox"/> <b>Regular travel req</b> <input type="checkbox"/>					
<b>Career Progression and Training and Development:</b>					
<i>Please note that the position description is not a full and detailed description of a position. It will only cover approximately 80% of the tasks.</i>					

*I hereby confirm that I have read and understood the Job Description and will fulfil my duties and responsibilities in an efficient manner.*

\_\_\_\_\_ *Full Name of Employee*

\_\_\_\_\_ *Date and Signature of Employee*

\_\_\_\_\_ *Date and Signature of Line Manager*