

Reg. No: JDENG012  
Sheet: 1 of 2  
Issue: 3  
Date: 12.12.2022  
Authorised: HR Manager

## Job Description



**Position:** Electrical Maintenance Engineer  
**Department:** Engineering  
**Reports To:** Maintenance Shift Supervisor  
**Location:** Rotherham  
**Direct Reports:** None

### Purpose

- Responsibility for all aspects of health, safety, environment, and waste streams
- To provide a cost-effective breakdown, repair and preventative maintenance service to the business.
- To reduce downtime, improve plant performance and reliability by identifying and implementing engineering solutions.

### Duties

- Ensuring that health, safety and environmental procedures and policies are followed as per HSE/T2 ORG/001, QA and ISO 9001, 14001, 18001 requirements
- Diagnose and remedy equipment/plant faults, and minimise plant downtime
- Ensure all breakdowns are carried out constructively and accurately
- Ensure all parts required are booked out correctly and recorded as necessary
- Planned preventative maintenance tasks
- Adopt continuous improvement, innovative and pro-active approach to improve ways of working, offering possible solutions wherever possible
- Work closely with production to achieve production needs
- Maintain awareness of financial implications of actions
- Carry out all necessary IT & manual recording tasks relevant to the operation of the department
- Facilitate lean ways of working to minimise waste and maximise efficiency, to achieve departmental objectives
- Any additional tasks required by supervisor, reasonably related to skills, knowledge and experience (this may include flexibility to altered shift patterns or in alternate business units on an ad hoc basis)
- Comply with company procedures and work in a safe and professional manner at all times, to meet the duty of care to self and others, and maintain a positive image for internal and external customers
- Work under own initiative with minimal supervision

### Knowledge, Skills & Qualifications

- BTEC qualified in an electrical engineering discipline and/or relevant experience, training or certification
- Minimum 3 years' experience within a medium/heavy manufacturing environment, although other modern industrial environments would be considered
- Demonstrable hands-on knowledge of electrical and PLC control systems (PLC programming experience not essential)
- Experience working with 3-phase motor and variable speed drive systems
- Mechanical experience (advantageous)
- Experience using overhead cranes and slinging techniques, and experience using Fork Lift Trucks (not essential)
- Fault-finding and problem-solving skills, with ability to work under pressure
- Able to understand and produce engineering drawings
- General knowledge of H&S standards, ability to carry out on-the-job risk assessments
- Good organisational and decision-making skills
- Able to work alone or as part of a team
- Self-motivated, proactive and reliable
- Strong attention to detail
- Progressive attitude towards training

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- IT Literate (to input into a front line maintenance system)
  - Good verbal & written communication skills

### **Standards of Performance**

- Zero injuries
- Meeting cash flow targets
- Meets deadlines with complete and appropriate information
- Maintains and obtains agreement for current plan and meets it
- Systems and records are up to date and accurate
- Information can be located quickly and easily
- Information is communicated effectively
- No inappropriate use of company systems and facilities
- Recognised as contributing to the effectiveness of the Business
- Recognised as an effective and reliable communicator
- Meet personal and team targets and objectives

### **Health, Safety, Wellbeing and Environmental Responsibilities:**

- Take care of your own and your colleagues health, safety and wellbeing and report any concerns to your Line Manager
- Act upon any hazards, unsafe conditions or environmental concerns without delay
- Comply with all relevant environmental laws and relevant standards and practices
- Look after your own and your colleagues mental health and raise any concerns of mental health injury or illness to your Line Manager or the People Department
- Abide by the Health & Safety Policy, Environmental Policy and Psychosocial Policy