

Job Description

Job Title	Mechanical Apprentice
Job Holder	Vacant
Reports To	Maintenance Manager
Location	Billingham
Date	July 2019
Grade	Apprentice

Job Purpose

Carry out day to day maintenance activities on the Billingham site as part of a multi-skilled maintenance team. Reporting to the Maintenance Manager and working closely with the maintenance planning team, the individual will perform routine planned works and respond to breakdowns within cGMP assets and all support facilities.

Dimensions

Turnover	£100 million
Site Numbers	750
No of staff reporting to individual	None
Forward work plan	Up to 3 months

Principal Accountabilities

- Supporting the Maintenance team in the skilled execution of Planned, Reactive & Corrective Mechanical maintenance activities under supervision and mentoring guidance complete the following:
 - Install, maintain, test and repair equipment
 - Complete planned and unplanned maintenance activities across the cGMP assets
 - Follow maintenance standard operating and work instructions
 - Read and extract information from Engineering drawings
 - Complete documentation accurately and on time
 - Trouble shoot problems
- Taking responsibility for your own safety, complying with FF's safe working practices and following PPE direction and contributing to a healthy and safe working environment
- Cooperating and collaborating with other team members to continually drive our proactive engineering programme, participate in failure investigations, identify and report back reliability issues within the Site
- Completing a programme of training which involves apprentice assignments and taking ownership of your own training and development plans to ensure continued development of your

own skills and expertise, undertaking additional training skills to keep abreast of technology changes, and the changing needs of the business

- Carrying out tasks and duties as directed by the Engineering Manager that will contribute to the levels of performance and competence required
- Adherence to all Safety and Management of Change procedures
- Potentially work shifts
- Any other duties commensurate with the role



Competencies: Planning

Level: Core

Assessed: At Interview

Competencies: Achievement and Results Orientated

Level: Core

Assessed: At Interview

Competencies: Relationship Building

Level: Core

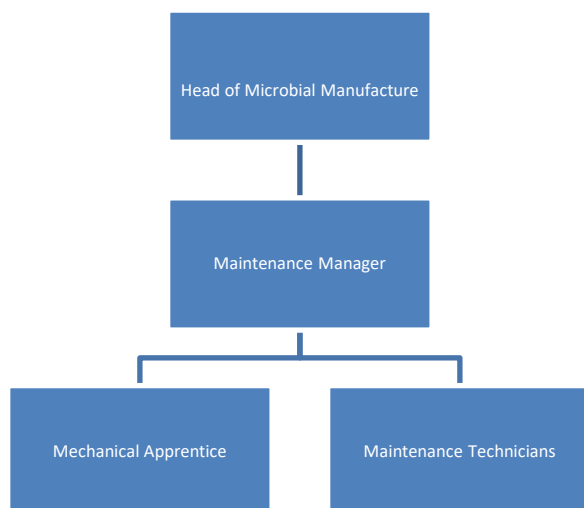
Assessed: At Interview

Special Features –

- Grade 4 or above in GCSE Maths and English (or equivalent)

- Preferably grade 4 or above in GCSE Science
- No prerequisite experience required but a demonstrable interest in instrumentation
- Demonstrate excellent numerical/maths skills and use of Microsoft Office
- Team player able to support other disciplines if required
- Strong communications and interpersonal skills
- High personal Health & Safety standards

Organisation Chart



Signatures

Job Holder: .Vacant Date:

Manager: Date:

Revision Table

Revision History	Date of Update	Authoriser
Revision 1	11 July 2018	D Chesworth
Revision 2	01 April 2019	A Dickson

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Revision History – Amended due to revised Behavioural Competency Framework