

Job Description – Template

Job Title	Mechanical Maintenance Technician
Job Holder	Vacancy
Reports To	Maintenance Manager
Location	Billingham
Date	October 2017
Grade	Subject to job evaluation

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	500
No of staff reporting to individual	None

Principal Accountabilities

1. Ensure that maintenance work complies with statutory and local Engineering standards and requirements, using own knowledge and the support of other engineers.
2. Perform fault diagnosis, maintenance and servicing work safely and efficiently in accordance with manufacturers' instructions. Read and extract information from engineering drawings, specification diagrams and maintenance manuals.
3. Prepare the work area for maintenance of plant, systems or components. Reinststate the work area after completing the maintenance of plant, systems and components. Conduct safe and effective hand over of plant and equipment to others and accept and confirm responsibility for the control of plant and equipment within the work area isolation boundary.
4. Use site cGMP systems and the SAP system to ensure all maintenance documentation is completed and archived in accordance with site procedures.
5. Work within the on-demand system to respond flexibly to changing priorities. As part of the maintenance team, it is expected that support will be provided out of core hours, this includes the requirement to respond to emergency call outs where necessary.
6. Use the Engineering planning system, report progress and give accurate updates to engineering colleagues daily.
7. Ensure that contractors are inducted/supervised during service visits where necessary prior to accessing facilities.
8. Any other duties commensurate with the job grade.

Competencies

Competency	Demonstrated Behaviours
Conceptual Thinking	<ul style="list-style-type: none"> • Understands how own tasks relate to the wider framework • Makes connections between facts and events that are not readily obvious • Develops models and sees the 'big picture' • Compares present data and events with previously defined frameworks • Fits information to mental models and frameworks • Relates different pieces of information and recognises trends
Innovativeness	<ul style="list-style-type: none"> • Thinks in terms of options when identifying solutions • Originates alternatives to conventional thinking • Produces novel ideas to modify and improve procedures • Tries different and original ways to deal with organisation problems and opportunities • Produces imaginative or unique responses to a problem • Develops new approaches to improve or replace existing procedures or systems • Generates alternatives before settling on a solution
Ability to Learn	<ul style="list-style-type: none"> • Quickly understands what new tasks/jobs required • Easily learns unique job related vocabulary • Quickly understands and uses processes, technologies and ideas that are continually being updated • Easily learns new information regarding changing products, operations etc • Understands and learns to work with new business, office and information technologies • Learns highly complex information regarding a product or operation • Is open and understands new ideas
Adaptability	<ul style="list-style-type: none"> • Pursues policies and procedures consistent with local norms and values • Adjusts strategies to changes in the environment • Adopts means of communication and interaction that suit different cultures • Deals with effectively with people from a variety of backgrounds • Behaves consistently with local norms and values • Maintains effectiveness when dealing with people from a variety of backgrounds • Decides courses of action in ways that take account of different environments and cultures
Self Control	<ul style="list-style-type: none"> • Remains calm when personally attacked • Keeps things in perspective despite fatigue or frustration • Maintains effectiveness and commitment in the face of disappointment • Copes effectively with ambiguity • Is objective under pressure and in difficult or stressful circumstances • Works effectively under tight deadlines • Maintains a business-like approach when unduly annoyed, disturbed or disrupted by others • Maintains objectivity when interpreting information and defining problems

Special Features –

Ability to work un-supervised to exacting standards required within a cGMP environment.