



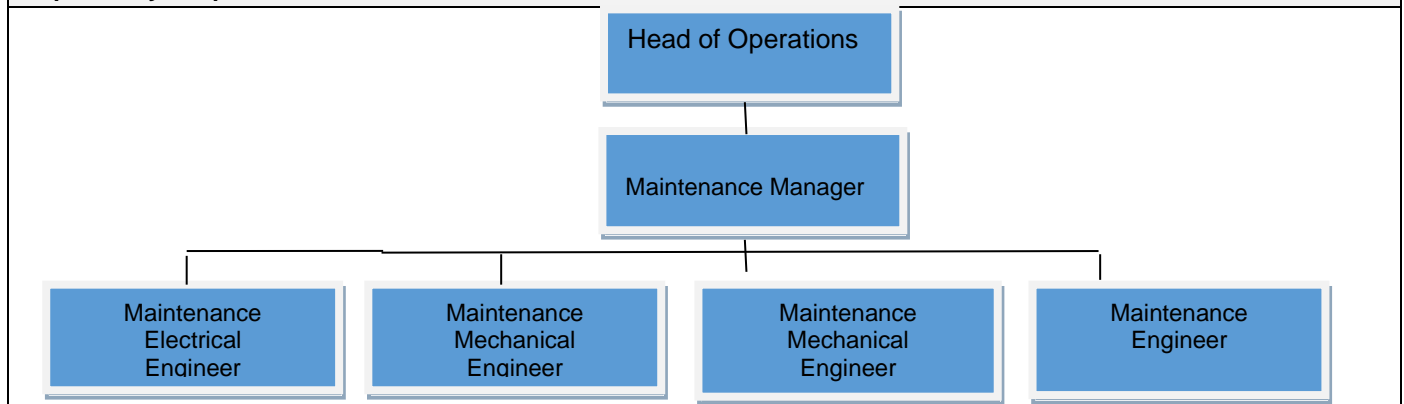
## Job Description

<b>Company</b>	I2R
<b>Department</b>	Operations
<b>Job Title</b>	Engineering Maintenance Manager
<b>Reports to</b>	Head of Operations
<b>Location</b>	Telford

### Position Summary / Purpose

Reporting directly to the Operations Manager, the Maintenance Manager will oversee the development and implementation of manufacturing processes to maintain production functionality and cost efficiency. Working closely with other manufacturing departments, reviewing, evaluating and implementing engineering changes and specification requirements.

### Supervisory Responsibilities / Position in Structure



### Main Duties and Responsibilities (This list is not exhaustive and employees are expected to carry out other duties that may reasonably be required)

- Regularly review and evaluate current engineering processes, identify and improve.
- Responsible for the maintenance and service of all the presses and auxiliary equipment, ensuring all potential issues have been identified and rectified to a high standard
- Plan and implement a comprehensive maintenance schedule to ensure low disruption to production
- Responsible for the procurement of spare parts working within the limits of the department budget.
- Project manage the installation of new equipment.
- Responsible for contractors that arrive on site for building maintenance and external areas, ensuring deadlines are met, in full working order and with the minimum disruption.
- Continuous close communication with the Shift Managers relaying any engineering issues that may affect production.
- Implement and maintain a preventative maintenance schedule
- Maintain all documentation relating to maintenance planned and unplanned repairs
- Maintains product and company reputation by complying with government regulations.
- Provide out of hours support as and when required.
- Develop and train existing department staff to ensure continuity of skills
- Working closely across group to share best practice and knowledge

### Scope / Limits of Authority

- Responsible for contractors to site
- Procurement of spare parts to a set value
- Responsible for the training and development of existing department staff

## Person Specification

Qualifications/ Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• 5 Years Manufacturing experience</li> <li>• Engineering qualification</li> <li>• Recognised apprenticeship in mechanical/electrical engineering</li> <li>• Knowledge of power press regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the food packaging industry</li> <li>• Knowledge of PLCs modification and fault finding</li> </ul>

Particular Aptitude/Skills Required
<ul style="list-style-type: none"> <li>• Commercial awareness</li> <li>• Ability to work well under pressure</li> <li>• Problem-solving skills</li> <li>• Teamworking skills</li> <li>• Relevant technical knowledge</li> <li>• Good leadership skills</li> <li>• IT skills</li> <li>• Communication skills</li> <li>• Analytical skills.</li> </ul>

<b>Date Job Description Implemented</b>	September 2022
<b>Date Last Reviewed and Updated</b>	

<b>Employee Name</b>		<b>Employee Signed</b>	
<b>Line Manager Name</b>		<b>Line Manager Signed</b>	
<b>Date</b>			
<b>HR Signed</b>			