



Maintenance Engineer

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| Job Title: | Maintenance Engineer | Company: | Rotec Engineering Group |
| Location/Department: | Shop-floor | Salary: | Competitive |
| Reporting to: | General Manager | Hours: | Mon-Fri 8am-5pm – 1Hr Lunch |
| Holidays: | 28 Days Inc bank holidays and company shutdowns. | | |

*You may be required to work such additional hours in excess of your normal hours of work as are reasonably necessary for the proper performance of your duties and to meet the needs of the Company's business.

This role is on a 6month probationary period.

Job Purpose

To be a fully integrated member of the production team, Developing and maintaining all machines, vehicles and sites, providing a vital link between the shop-floor, purchasing and the General Manager, Improving and establishing future systems and Roles within the group. The Maintenance Engineer plans, schedules, strategizes, and oversees all maintenance and repair activities and performs essential functions to ensure machines and vehicles are serviced to the highest standard.

Key tasks

- Implementing maintenance schedules for machines, vehicles and the sites.
- Your role will include preventative maintenance, ordering spare parts and managing spares stock levels and ensuring equipment failures and breakdowns are minimised.
- Managing all aspects of the company maintenance department
- Maintaining all machinery to the highest standards
- Coordinating to ensure that the maintenance schedule is completed to time
- Overseeing and ensuring paperwork is kept accurate and up to date
- Providing technical knowledge and expertise to get issues resolved
- Working closely with production to ensure the planned maintenance does not coincide with urgent jobs.



- Make sure all breakdowns have a detailed report with any PO's attached for spare parts for future reference.
- This list is not exhaustive
- Any other duties as may be reasonable requested by the General Manager or Managing Director

Other responsibilities

- Health, Safety & Environmental procedures
- House keeping
- Liaising with the production team

Directly Supervised

- General Manager

Education, Experience / Qualifications

- Computer literate and able to use software packages i.e. Sage, Excel, Office and Word.
- Focused and self-starter.
- Strong leadership skills.
- Extensive Maintenance experience.
- Able to challenge the status quo and facilitate continuous improvement.
- Excellent verbal and communication skills including report writing.

This is not an exhaustive list, and should be used as a general guide to the type of person required to be successful in this job.

All applications are to be sent to Eloise Walker e.walker@rotec-ltd.com

Tel: 01386 424 111, Address: Rotec Engineering Ltd, Enterprise Way, Evesham, WR11 1GS