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| **Job Title** | **Maintenance Engineer** |
| **Business Unit** | Distilling & Technical |
| **Location** | Dufftown |
| **Job Group** | 5 |
| Key Relationships |
| **Reports to:**  | Maintenance Team Leader |
| **Responsible for:**  | N/A |
| **Any other key relationships:** | Maintenance Administrator, Process Team Leaders, Process Team Members, Other Maintenance Team Members |
| Job Purpose |
| To provide specialist technical expertise to ensure optimal availability, efficiency and performance from all engineering assets and delivery of the site Maintenance and Engineering strategy on a dayshift basis. This will involve carrying out allocated work in relation to fixed and mobile plant assets and facilities maintenance incorporating the safe maintenance, service, inspection and repair of all listed equipment within the boundaries of recognised best practice and all applicable legislation. |
| Key Responsibilities & Critical Success Measures |
| * To provide specialist technical support to ensure maximum efficiency from production and engineering assets, ensuring planned, predictive and corrective maintenance tasks are completed as scheduled.
* Ensure compliance with relevant health, safety & environmental legislation, safe systems of work and documented procedures during all work activities.
* Build and maintain key relationships with all customers ensuring a high level of Customer Service at all times in accordance with Service Level Agreements.
* To drive and support team based improvement projects and actively participate in advanced analysis of plant and equipment failures (e.g. Root Cause Analysis, FMEA/FMECA etc) and agree action plans
* Ensure timely effective response to unplanned breakdowns, undertake root cause analysis and implement permanent solutions wherever possible, focusing on more complex and highly technical activities.
* Ensure that all appropriate maintenance and technical records including plant history are updated as required using IFS and that all maintenance planned activities are executed in a timely manner.
* Ensure that all data in relation to maintenance, inspection, verification and repair activities undertaken is recorded in the site CMMS (IFS) for KPI and reporting purposes.
* To develop and maintain the appropriate competence levels to ensure that all tasks are completed safely and efficiently.
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| Functional Competencies | **Function:**  | Distilleries Dufftown |
| **Working with People*** Demonstrates an interest in and understanding of others and contributes to team development
* Adapts to the team and builds team spirit
* Contribute appropriately to team meetings and support the implementation of all agreed team initiatives.
* Recognises and rewards the contribution of others
* Listens, consults others and communicates proactively
* Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses
* Self-manages contribution within the team and arranges support to ensure shared responsibility and ownership of deliverables

**Applying Expertise and Technology*** Applies specialist and detailed technical expertise within the bounds of known competence level
* Develops job knowledge and expertise through continual professional development
* Develops additional skills to migrate towards multi-skilling model
* Shares expertise and knowledge with others and contributes to failure analysis and continuous improvement
* Uses appropriate technology to achieve work objectives
* Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
* Demonstrates an understanding of different organisational departments and functions

**Delivering Results and Meeting Customer Expectations*** Focuses on customer needs and satisfaction
* Sets high standards for quality and quantity
* Works in a systematic, methodical and orderly way on a consistent basis
* Consistently achieves activity or project goals and meets KPI measures
* Monitors own performance against expectations and develops “actionable” plans to address shortfall

**Following Instructions and Procedures*** Appropriately follows instructions from others without unnecessarily challenging authority
* Follows procedures and policies and contributes positively to their continuous improvement
* Keeps to agreed schedules and records all appropriate data in CMMS
* Arrives punctually for work and meetings
* Demonstrates commitment to the organisation
* Complies with legal obligations and safety requirements of the role and continually assesses risk to self and others

**Adapting and Responding to Change*** Adapts to changing circumstances of the business and the role
* Accepts new ideas and change initiatives and demonstrates flexibility in matching the business need
* Adapts interpersonal style to suit different people or situations
* Shows respect and sensitivity towards cultural and religious differences
* Deals with ambiguity, making positive use of the opportunities it presents

**Coping with Pressures and Setbacks*** Works productively in a high pressure environment
* Keeps emotions under control during difficult situations
* Balances the demands of work and personal life
* Maintains a positive outlook at work
* Handles criticism well and learns from it
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| Values  |
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| **Be Proud** We are proud of our brands, our heritage, and our commitment to superior quality in our products.**Be Responsible** We are accountable and are committed to performing to our full potential within our teams, and as individuals.**Be Professional** We value integrity, transparency, professionalism and constructive debate within a team working culture. | **Be Entrepreneurial** We foster a forward thinking and pioneering culture that recognises the need for innovative thinking and continuous improvement.**Think Long Term** We all care deeply about the long term prosperity of the business and understand that this long term perspective gives us a major competitive advantage.**Be Sustainable** We wish to make a positive contribution to our communities and to our environment. |

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| Knowledge, Skills and Experience |
| **Essential*** Time served/qualified Mechanical or Maintenance Fitter
* Awareness and understanding of relevant engineering standards
* Working knowledge of Health, Safety Environmental and Continuous Improvement techniques
* Working knowledge of a CMMS system
* Have a demonstrable track record providing engineering solutions across a variety of complex machinery and equipment in a live production environment

**Desirable*** HNC/D qualified in Mechanical engineering
* Experience of working within a 24/7 manufacturing site.
* Working knowledge of maintenance techniques and application of them
* Experience of RCA – FMECA – FMEA technique and their application in a live process plant
* Qualified and experience in plant isolation techniques
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| Personal Characteristics |
| * Excellent planning and implementation skills
* Flexible and adaptive approach to working practises and able to arrange team working patterns to meet business and personal need
* Pragmatic problem solver with the ability to contend and deliver with conflicting priorities
* Be a self starter with the confidence to work on their own initiative with a passion and commitment to deliver continuous improvement
* Understands the importance of data collation, recording and analysis for process plant improvement
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| Created By: | Colin Bone | HRBP: |  |
| Date: | 13th December 2016 | Date: |  |
| Date of last revision: |  |