

## JOB DESCRIPTION

<b>Position/title</b>	<b>Maintenance Fitter</b>	
<b>Department</b>	Workshop	
<b>Location</b>	Station Road, Blackrod, Bolton	
<b>Hours</b>	30 hours/4 days per week, with 1 day off between Monday and Friday (to be arranged in conjunction with line manager, depending on the needs of the business)	
<b>Job Banding</b>	Band 3	
<b>Reports to</b>	Operations Manager	
<b>Other Key Relationships</b>	Managing Director Operations Director Yard Administration Co-ordinator Plant Engineering Team Transport Manager	MRF Supervisor Health, Safety & Compliance Team Contractors and Suppliers Yard Staff Drivers
<b>General Summary</b>	Responsible for carrying out repairs to skips and containers, and other planned preventative and reactive maintenance as required, in a professional and safe manner.	
<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>Plan and undertake repairs, welding and fabricating of skips and containers, according to planned schedules and reported damages.</li> <li>Work in partnership with the Operations Manager and Transport Manager to coordinate repair schedules to minimise impact on services.</li> <li>Support the Plant Engineering team by undertaking basic routine and preventative maintenance works on plant machinery as required, and as instructed by the Lead Plant Fitter and/or Operations Manager.</li> <li>Operate forklift truck and mobile plant machinery as required, in a professional and safe manner.</li> <li>Liaise with the Yard Administration Co-ordinator to ensure parts, materials and tools are ordered and stocks maintained as required.</li> <li>Comply with warranty procedures during repairs and with warranty material on completion of a repair.</li> <li>Complete all relevant paperwork and records to the expected standards.</li> <li>Ensure that parts, materials, and tools are stored safely and kept in good working order at all times.</li> <li>Minimise downtime by identifying the most economical repair method (time and cost).</li> <li>Advise and educate staff on basic maintenance, preventative measures, and potential consequences of poor maintenance.</li> <li>Provide occasional cover for mobile plant operators as required to maintain plant operations.</li> <li>Any other duties commensurate with the role as instructed by the Lead Plant Fitter, Operations Manager and/or Operations Director.</li> </ul>	
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company's health and safety policies and procedures are complied with to maintain a safe environment for our employees, customers, and site visitors.</li> </ul>	

	<ul style="list-style-type: none"> <li>Challenge staff and site visitors who do not follow the site safety procedures.</li> <li>Assist in maintaining the health, safety, and welfare of people (including yourself)</li> <li>Follow the Company guidelines in reporting faulty or defective equipment.</li> <li>Ensure all staff, customers and visitors are wearing the appropriate PPE.</li> <li>Report any risks or near misses to the Health, Safety &amp; Compliance Manager.</li> </ul>
<b>Personal and Professional Development</b>	<ul style="list-style-type: none"> <li>Undertake any necessary activities to ensure that your own professional qualifications are maintained.</li> <li>Ensure ongoing personal and professional development by participating in performance reviews as requested.</li> <li>Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.</li> </ul>
<b>Confidentiality and GDPR</b>	<ul style="list-style-type: none"> <li>All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018.</li> <li>Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>Support the Company to work within the specific regulations such as governance and frameworks for the industry.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson &amp; Sons (Horwich Ltd), without exception.</li> </ul>
<b>Company Values</b>	

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>		Health and safety qualification, such as IOSH, NEBOSH
<b>EXPERIENCE &amp; KNOWLEDGE</b>	Proven welding / fabricating experience Experience in a similar role within a workshop environment Experience working on heavy plant machinery Knowledge and understanding of the requirements of working within a time critical process environment	Experience working within the recycling, waste, or comparable plant industries
<b>SKILLS &amp; ABILITIES</b>	Ability to diagnose problems and identify preventative measures Ability to work effectively, and to meet deadlines, in a fast-paced, high-volume operation Good literacy and numeracy	Ability to repair hydraulic, mechanical and electrical systems

	ESSENTIAL	DESIRABLE
<b>SKILLS &amp; ABILITIES</b>	<p>Ability to work under pressure while remaining calm and resilient</p> <p>Excellent communications skills with the ability to build good working relationships at all levels, both internally and externally</p> <p>Able to work proactively, independently and on own initiative</p> <p>Good attention to detail</p> <p>Good problem-solving skills</p> <p>Ability to work collaboratively with other areas of the business to maximise productivity</p> <p>Adaptable and able to work effectively as part of a team</p>	
<b>OTHER</b>	<p>Reliable, punctual and good levels of attendance</p> <p>Positive attitude to change and the need for flexibility in planning and behaviours</p> <p>A commitment to the values of J. Dickinson &amp; Sons</p> <p>Demonstrates commitment to own learning and development</p> <p>Relentlessly pursues the highest standards of performance required to deliver the best results for the company</p>	Holds a full, clean driving licence