


JOB DESCRIPTION

Position/title	Trainee Plant Engineer (Nights)	
Department	Plant Maintenance	
Location	Station Road, Blackrod, Bolton	
Hours	37.5 hours per week, Monday to Friday, 10.00pm to 6.00am with a 30 minute unpaid break to be taken nightly	
Job Banding	Band 2	
Reports to	Lead Plant Engineer	
Accountable to	Operations Manager	
Other Key Relationships	Managing Director Operations Director Yard Administration Co-ordinator Plant Maintenance Team	Health, Safety & Compliance Team Contractors and Suppliers Night Chargehands/Supervisors Night Picking Line Team
General Summary	Responsible for developing own knowledge and skills by working closely with the Plant Maintenance team and carrying out inspections, planned preventative maintenance, reactive maintenance, and testing of plant equipment in a professional and safe manner.	
Core Responsibilities	<ul style="list-style-type: none"> • With guidance from the Lead Plant Engineer and Plant Engineer, undertake inspection and service routines, repairs, and testing of machinery, as required to provide operational continuity. • Investigate and diagnose faults, report findings and carry out all repairs to the current manufacturers' standards, escalating to senior colleagues as and when required. • Assist in the cleaning of the MRF in all areas and remove waste within the MRF in a safe and efficient manner. • Ensure accurate records and information logs for all maintenance activities carried out on site are completed and filed as required. • Work closely with senior colleagues to proactively develop own knowledge in plant maintenance and repairs in order to deliver optimum plant performance and quality, and to minimise downtime. • Liaise with the Yard Administration Co-ordinator to ensure parts, materials and tools are ordered and stocks maintained as required to complete required works to deadline. • Ensure that parts, materials and tools are stored safely and kept in good working order at all times. • Comply with warranty procedures during repairs and with warranty material on completion of a repair. • Minimise downtime by identifying the most economical repair method (time and cost). • Follow nightly schedule of works, as set out by the Lead Plant Engineer and Operations Manager. • Co-ordinate with all relevant managers/supervisors and plant operatives to facilitate a safe working environment. 	

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

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
EXPERIENCE & KNOWLEDGE	<p>Experience in a similar role within a workshop environment</p> <p>Knowledge and understanding of the requirements of working within a time critical process environment</p>	<p>Experience repairing and maintaining heavy plant machinery</p> <p>Welding experience</p> <p>Experience working with the recycling, waste, or comparable plant industries</p>
SKILLS & ABILITIES	<p>Ability to diagnose problems and identify preventative measures</p> <p>Able to diagnose and repair hydraulic, mechanical and electrical systems</p> <p>Ability to work effectively, and to meet deadlines, in a fast-paced, high-volume operation</p> <p>Good literacy and numeracy</p> <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>	
OTHER	<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 & Sons</p> <p>Holds a full, clean driving licence</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>	