

## JOB DESCRIPTION

<b>Position/title</b>	Trainee Plant Engineer (Nights)	
<b>Department</b>	Plant Maintenance	
<b>Location</b>	Station Road, Blackrod, Bolton	
<b>Hours</b>	37.5 hours per week, Monday to Friday, 10.00pm to 6.00am with a 30 minute unpaid break to be taken nightly	
<b>Job Banding</b>	Band 2	
<b>Reports to</b>	Lead Plant Engineer	
<b>Accountable to</b>	Operations Manager	
<b>Other Key Relationships</b>	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
<b>General Summary</b>	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.	
<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Investigate and diagnose faults, report findings and carry out all repairs to the current manufacturers' standards, escalating to senior colleagues as and when required.</li> <li>Assist in the cleaning of the MRF in all areas and remove waste within the MRF in a safe and efficient manner.</li> <li>Ensure accurate records and information logs for all maintenance activities carried out on site are completed and filed as required.</li> <li>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.</li> <li>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.</li> <li>Ensure that parts, materials and tools are stored safely and kept in good working order at all times.</li> <li>Comply with warranty procedures during repairs and with warranty material on completion of a repair.</li> <li>Minimise downtime by identifying the most economical repair method (time and cost).</li> <li>Follow nightly schedule of works, as set out by the Lead Plant Engineer and Operations Manager.</li> <li>Co-ordinate with all relevant managers/supervisors and plant operatives to facilitate a safe working environment.</li> </ul>	

	<ul style="list-style-type: none"> <li>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.</li> <li>Report any build up of materials in conveyors/equipment to the management team.</li> <li>Identify opportunities for improvement across the business.</li> <li>Any other duties commensurate with the role as instructed by the Lead Plant Engineer, 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> <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>	 <p>The image consists of six circular icons, each representing a company value. Starting from the top left and moving clockwise, the icons are: 1. 'RECOGNITION' - A gold ribbon award with the text 'J DICKINSON &amp; SONS' on it. 2. 'RESPECT' - Two hands holding a heart. 3. 'GROWTH' - A bar chart with an upward arrow. 4. 'SERVICE' - A person in a hard hat with arrows pointing to 'SERVICE', 'QUALITY', and 'VALUE'. 5. 'TEAMWORK' - Three people in hard hats and work clothes. 6. 'INTEGRITY' - Two hands shaking.</p>

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<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>
<b>SKILLS &amp; ABILITIES</b>	<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>	
<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>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>	