**Job Description**

**Maintenance Technician**

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| **Job Details** |

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| Reporting to: Area Manager |  | Date: 1st February 2018 |

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| Department: Loo Hire |  | Location:  |

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| Responsible for: Equipment and Vehicle Maintenance |

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| **Job Summary** |

To ensure the plant & equipment perform to the required standard and fit for use by clients

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| **Key Responsibilities** |

* Carrying out equipment breakdowns effectively & efficiently
* Planning and conducting planned preventative maintenance on all plant and equipment aiming to achieve maximum plant availability, with a target of zero unplanned downtime
* Working closely with Area Manager to increase availability and effectiveness
* Ensuring that programmed work is completed on time to the satisfaction of business requirements
* Ensuring any concerns which may affect operational objectives is communicated to Management in a timely effective manner
* Reviewing each toilet / machine after a specific period of time, so they can find fault and rectify it so as to avoid any major problems in the future
* Knowledge and be well versed with the user manual for particular products and plant
* Working knowledge of all the latest equipment that can be used to repair the toilets / machine.
* Making detail reports after working upon a toilet / machine to report on what changes have been made and when the next time is the toilet / machine has to be serviced.
* Ordering parts that need replacement in advance, so the work does not prevent toilets going back out on hire
* Ensuring toilets are serviced and repaired where necessary and quickly
* Working in a team so that servicing and repairs can be achieved within tight deadlines
* Planning the servicing work in advance so the output of the business is not affected by the repair work
* Working in team and delegate work amongst others so the requirements are completed in efficient and effective manner and Improving the performance of the toilets Where possible
* Conducting safety checks on all the toilets or it could prove to be dangerous for the clients using them
* Maintaining inventory of equipment required for the repair work
* Any other reasonable task required by the company

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| **Key Skills**  |

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team
* Good product knowledge upon completion of in-house training

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name:  |  | Date:  |

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| Signature:  |

**Manager:**

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| Name:  |  | Date:  |

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| Signature:  |