**Job Description**

**Title and grade:** Workshop Maintenance Technician

**Business Sector:** MTC Operations

**Duration of appointment:** Permanent

**Location**: Coventry

**Reporting to:**  Workshop Maintenance Manager

The Manufacturing Technology Centre (MTC) was established in 2010 as an independent, non-profit distributing, Research & Technology Organisation (RTO) with the objective of bridging the gap between academia and industry.

It represents one of the largest public sector investments in UK manufacturing. After seven years of rapid growth, the MTC campus has expanded with the addition of four more facilities, including the National Centre for Additive Manufacturing.

Our role has also increased to cover not only R&D but also Training, Advanced Manufacturing Management and Factory Design. Our team has grown and diversified to over 800 employees operating across 7Sectors**.** We have over 100 Members who help direct the course of our research and form project partnerships.

As an organisation we bridge the MRL journey from R&D through to mature stable manufacture. We he a growing need for areas that were previously managed as research facilities to create a higher MRL environment more aligned to an industrial facility. In order to deliver this we need to develop an enhanced Manufacturing Management System, and an organisation to run this system.

The Maintenance Technician will be responsible for carrying out our planned maintenance on time and to the correct standards set out.

**Job purpose:**

Reporting to the Workshop Maintenance Manager based in Coventry and working closely alongside the rest of the teams at Coventry, Liverpool and Oxford. The Workshop Maintenance Technician will be responsible for their own job preparation and carrying out the preventative and breakdown maintenance

All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way.

**2. Duties and responsibilities:**

* To perform daily preventative and routine maintenance activities on workshop equipment both mechanical and electrical
* Work alongside external contractors to ensure machine services and repairs requirements are met in respect to MTC instruction
* In conjunction with the Health and Safety team review external contractors’ health and safety documentation prior to work commencing on site
* Ensure high standards of housekeeping, work quality and work attitude
* installation and acceptance of workshop equipment within the MTC Workshop workshops
* Be responsible for own job preparation
* Carry out fault diagnosis on mechanical and electrical equipment
* Work with external contractors to ensure equipment has the correct services and is installed in line with MTC requirements
* Respond to breakdowns & ad-hoc maintenance requests across all workshops
* Produce service reports for all equipment maintenance
* Carry out problem solving activities on equipment or system faults
* Carry out annual services on workshop equipment

**3. Special Conditions:**

The position will be based across all MTC workshops

**4. Organisational Responsibility:**

This role will report to the Workshop Maintenance Manager based in Coventry and working closely alongside the rest of the teams at Coventry, Oxford and Liverpool.

**5.** **Person Specification:**

**Education:**

* A recognised apprenticeship in Engineering Maintenance or equivalent
* L3 Engineering Electrician or equivalent (desirable)
* IOSH Qualification in Health and Safety (desirable)

**Experience:**

* Experience with Programmable Logic Control (PLC) – Desirable
* Experience with carrying out mechanical and or electrical maintenance
* Knowledge of working with Fluid Power systems

**General Skills and Abilities:**

* An understanding of Maintenance processes and systems.
* Self-motivated with ability to meet deadlines
* Willingness to learn
* Good I.C.T Skills
* Excellent communication skills, both written and oral
* Ability to work within a team-focused environment
* Articulate with excellent interpersonal skills
* Keen attention to detail
* Can do attitude

**Other:**

* Commitment to observing the equality and diversity policies of the company.
* Commitment to maintain confidentiality at all times.
* Valid licence for driving in the UK or other suitable arrangements for personal business travel.

Specific objectives will be provided once the candidate is in post.