

JOB DESCRIPTION

Job Title:	Flametec Engineer (Mechanical and Electrical)
Department	Flametec 6030
Company / Division:	Mitchell Diesel Ltd
Reporting to:	Engineering Manager
<p>Main job purpose: Installation of Flametec systems to a wide range of equipment types including forklift truck conversions, engine packages, electrical assembly builds. Attend customer sites to carry out breakdowns, remedial works and preventative maintenance.</p>	
<p>KEY DUTIES AND RESPONSIBILITIES:</p> <p>Technical</p> <ul style="list-style-type: none"> • Carry out installation of conversion kits and parts to a variety of equipment types • Carry out routine maintenance on customer sites • Attend breakdowns and diagnose both electrical and mechanical faults • Carry out replacement of ancillary equipment such as batteries, Flametec components, main control panels, gas detectors and engine service materials in line with work-based instructions • Carry out remedial repairs ensuring the work is carried out to a high quality and with the quoted guidelines • Identify and request parts for remedial and preventative maintenance with a high degree of accuracy • Complete required training and development where required • Provide technical and application support to customers and employees • Provide hands on training to engineers on Flametec products when required <p>Compliance</p> <ul style="list-style-type: none"> • Carry out installation work in full accordance with the ATEX directive • Ensure test and sign off processes are followed and documented • Complete and submit all paperwork to a high level of accuracy on time • Ensure full compliance with company Quality Management System <p>Operational Efficiency</p> <ul style="list-style-type: none"> • Complete all required works within agreed timescales • Demonstrate excellent time management ensuring jobs are prioritised effectively • Continually review parts stock to ensure first fix and fit are achieved to required level • Provide suggestions to improve operational efficiency • Attend team meetings and actively contribute to discussions <p>QHSE</p> <ul style="list-style-type: none"> • Carry out work activities in accordance with internal Quality, Health, Safety and Environmental policies • Fully adhere to on site customer rules, regulations and processes • Maintain high standards of housekeeping at all times • Proactively report QHSE concerns using internal systems or via your line manager • Complete regular online and hands on training ensuring QHSE knowledge is at required level • Ensure full compliance with the company employee handbook • Ensure full compliance with the company driver handbook <p>Commercial</p> <ul style="list-style-type: none"> • Provide sales leads and business opportunities to the sales team • Manage your parts stock to ensure maximum first fix levels are achieved • Proactively generate estimates for required or suggested work following your repair or service visit • Proactively self-generate additional follow up works on each visit with customer authorisation and PO 	

Key measures and metrics

- Improving first fix rate reported monthly
- Achieve productivity %
- Achieve efficiency %
- Safety observations raised

SKILLS, QUALIFICATIONS, AND EXPERIENCE REQUIRED:

- Demonstratable and considerable experience in a service environment working on various forklift truck and plant equipment
- Nationally recognised apprenticeship in Electrical or Mechanical discipline
- Ability to demonstrate electrical & mechanical aptitude with proven track record of application of electrical & mechanical principles
- Good communication skills and the ability to work on your own initiative
- Be an effective team player
- Proficient in the use of IT
- Strong administrative and organisational skills and the ability to thrive under pressure
- A sound understanding of business operation, KPI's and how to achieve them

LINES OF COMMUNICATION:

(Outline key contacts on a regular basis as required by the job)

- Engineering Manager
- Operations Co-ordinators
- Design engineers
- Customers

This Job Description should be read in conjunction with the Operation Procedures, Quality Procedures, Work Instructions, Health & Safety Manual and associated documentation. Copies of these documents are available from your Line Manager.

Signature: _____

(Employee)

Date: _____

Signature: _____

(Manager)

Date: _____