



JOB DESCRIPTION

Job Title:	Workshop Engineer
Department/Cost Centre /Location:	Central Driveline – Sutton-In-Ashfield
Company / Division:	Mitchell Powersystems
Reporting to:	Manager
Main job purpose:	Workshop based service engineer carrying out repairs and overhauls on a wide range of axle, transmission and drivetrain components.
KEY DUTIES AND RESPONSIBILITIES :	
Technical	
<ul style="list-style-type: none">• Perform stripdown, repair, rebuild and maintenance on a wide variety of axles and transmissions from various manufacturers• Carry out test procedures to manufacturers specifications utilising various dynamometers and test equipment• Identify and request parts for remedial and preventative maintenance with a high degree of accuracy• Complete required training and development where required	
Communication	
<ul style="list-style-type: none">• Complete detailed and accurate reports in line with expected standards• Submit reports on a daily basis to a high standard and on time• Liaise directly with customers to coordinate repairs and services• Maintain a regular and professional communication with the internal service team• Be prepared to work overtime on an ad hoc basis dependant on the needs of the customer and business. This may include mid week and weekend working.• Work from or visit other locations outside of your patched area if required	
Commercial	
<ul style="list-style-type: none">• Proactively assist with estimates for required or suggested work	
QHSE	
<ul style="list-style-type: none">• Carry out work activities in accordance with internal Quality, Health, Safety and Environmental policies• Adhere to on site customer rules, regulations processes at all times if necessary• Ensure that you maintain a high standard of housekeeping on site• Proactively report QHSE concerns using internal systems or via your line manager• Complete regular online and hands on training to ensure QHSE knowledge is at required level• Comply at all times with the company employee handbook	



Key measures and metrics

- Achieve productivity %
- Achieve efficiency %
- Safety observations raised

SKILLS, QUALIFICATIONS, AND EXPERIENCE REQUIRED:

- Experience in drivetrain components and willingness to work on a diverse range of products.
- Competent in using diagnostic tooling and software
- A formal qualification for mechanical and electrical engineering would be a distinct advantage
- Able to work on own initiative as well as part of a team
- Good interpersonal skills to liaise with other service engineers, supervisors and management, original equipment manufacturers, supplier and customers
- Product knowledge of Dana Spicer, ZF and other drivetrain manufacturers preferred

LINES OF COMMUNICATION:

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

- **Service Manager**
- **Operations Co-ordinators**
- **Senior Engineer**
- **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: _____