

JOB & PERSON SPECIFICATION

JOB TITLE	TRAINEE/MA PLANT & MAINTENANCE ENGINEER
DEPARTMENT	PLANT MAINTENANCE
REPORT TO	KEVIN DOUGLAS, LEAD PLANT MAINTENANCE ENGINEER
LOCATION	NEWBURGH, SITE OFFICE

ROLE OVERVIEW

Your role will be instrumental in delivering and maintaining a high-quality service/support within our Finance team, which will help us in achieving our company objectives and strategy. This will include:

#1	Contribute to the efficient running of the plant and vehicle maintenance service
#2	Help carry out all plant and equipment maintenance, servicing, breakdowns, and inspections for internal and external customers
#3	Work with Plant & Finance Administrator to ensure admin and invoicing accurate
#4	Work on sites to help erect steel, install cladding, and operate plant when required
#5	Embrace all learning opportunities presented in the role

ROLE & RESPONSIBILITIES

Main Plant and Maintenance Activities:

- Assist with general duties and repairs
- Ensure safe operation of vehicles, plant and equipment through preventative maintenance and servicing
- Help repair malfunctioning equipment and breakdowns
- Assist with LOLER inspections
- Capture findings, images, and materials on Job Reports for each job
- Liaise with customers
- Carry out daily checks/walks arounds/ inspections
- Order and maintain stock levels
- Work with Plant & Finance Administrator to ensure admin and invoicing is accurate
- Maintain safe and clean working environment by complying with procedures, rules and regulations

Site Based Activities:

- Erect steel structures as per drawings
- Install cladding products using a wide range of tools and equipment
- Maintain, repair and clean roofs, gutters and cladding
- Operate machinery and plant, assisting with maintenance where required
- Adhere to site guidelines and rules, completing forms and paperwork where needed (inc. HSEQ)
- Commit to training sessions and ongoing learning through taught sessions and work based opportunities
- General labouring

General Activities:

- Attend college/training and commit fully to all learning opportunities
- Communicate with team, customers, suppliers and all external bodies in a clear, positive and professional manner
- Actively promote our products, services, values and messaging so customers buy into our brand
- Adhere to all company policies and procedures, adapting working practices when required to ensure maximum productivity and efficiencies
- Utilise our systems fully to ensure accurate input and reporting
- Demonstrate awareness and responsibility for the safety of self and others
- Attend, participate, capture and complete assigned actions in all relevant meetings
- Contribute to the general running and development of the business
- Keep workspace, documentation and filing organised and tidy
- Take pride in our facilities, ensuring they are kept safe, clean and tidy at all times
- Carry out any other duties deemed necessary for the business

THE KR WAY

Our purpose is to **RE-ENERGISE** the construction industry. To become a driving force in creating a more sustainable construction model and legacy for the next generation. To do that we need our teams to:

- Bring the energy, passion and positive attitude needed to drive change and results
- Align your priorities and decision making with company vision, values and goals
- Make time for innovation and collaborative creation of fresh ideas and initiatives
- Challenge the status quo. Identify areas where improvement is needed and assist in implementing the necessary changes
- Assure own competence by committing to ongoing training and personal development
- Be a champion for continual learning, sharing knowledge and supporting development of others
- Engage in company initiatives and attend at least 1 of our external sites, networking events, community projects or team events per quarter.

KR CREDENTIALS (Person Specification)

	Essential	Desirable
Knowledge + Experience + Qualifications		
Has proven work experience in a similar role	X	
Can demonstrate knowledge of construction industry (or willing to learn all about it)		X
Has the relevant qualifications they can apply to this role (or is working towards them)	X	
LOLER certified	X	
Competencies + Skillset		
Has the interpersonal skills to sustain effective relationships across our business both internally and externally	X	
Manages own workload, prioritising tasks and meeting deadlines aligned with company goals	X	

Able to act proactively and with limited direct supervision, while at the same time recognising when matters need to be referred to more senior member of team	X	
Develops own knowledge of the organisation, its context, and its services to fulfil objectives	X	
Competent in continual learning and utilisation of software and systems relevant to role	X	
Ability to process information and instruction and ensure effective implementation	X	
Presents self in an appropriate manner (according to the situation)	X	
Communicates in a clear, open and positive manner across all mediums	X	
Keeps team informed of progress on key tasks and objectives whilst ensuring that delegated tasks are completed on time	X	
Identifies and highlights potential obstacles in achieving tasks and objectives and proposes solutions where appropriate		X
Develops new processes and practices to accommodate new objectives and technological developments		X
KR Way		
Brings the energy, passion and positive attitude needed to drive change and results		X
All about innovation and collaborative creation of fresh ideas and initiatives		X
Up for some positive disruption! Willing to challenge the status quo and look for a better way		X
Aligns priorities and decision making with company vision, values and goals		X
Champion for continual learning, sharing knowledge and supporting development of others		X
Comfortable learning and utilising technology/systems to drive efficiencies and productivity		X

This job description has been designed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as an exhaustive or fully inclusive listing of all duties, responsibilities and qualifications required of employees assigned to the role. You may be asked to perform other duties and support across the business and other departments as required by management.

I have read, understand and agree to carry out the tasks within this job and person specification to the best of my ability

Employee signature:		Line Manager Signature:	
Employee name:		Line Manager Name:	
Date Signed:		Date Signed:	