

Role Description

Role Title: Maintenance Craftsperson - Electrical	Function: Maintenance
Reports to: Maintenance Engineer	

Role Objective - *High level reasons this position exists, what is the purpose of the role?*

Responsible for supporting production and the continued running of the plant, by carrying out Reactive and Planned Preventative Maintenance tasks, in a compliant and safe manner.

The HSEQ responsibilities of the role are detailed in the Organisational Resources, Accountabilities and Responsibilities Element (LOC-ELM-HSEQ-005)

Duties & Responsibilities *Identify the essential tasks, duties, and responsibilities of the role*

- Comply with all company policies and procedures.
- Complete all necessary maintenance and changeover activities to agreed timescales.
- Ensure Preventative Maintenance is carried out on plant equipment in a safe manner.
- Follow written isolation procedures involving multiple points of isolation to control hazardous energy.
- Diagnose and fault find electrical equipment failures.
- Maintain a working environment that has a high standard of housekeeping.
- Correctly use and maintain PPE
- Correct use and maintenance of tools and equipment.
- Report and assist in the analysis of incidents or potential hazards.
- Maintain accurate work reports on CMMS.
- Do not conduct any task without a suitable and sufficient Risk Assessment in place and briefed to all involved including a Take 5.
- Before use, ensure that all tools, plant or equipment are fully efficient, safe and guarded as necessary. Highlight any defective tools, plant or equipment not to be used until it has been replaced or repaired.
- Work in a safe manner, avoid taking unnecessary risks and avoid improvisation which entails risk.
- Will not allow any person under their charge to carry out any tasks for which they have not been adequately trained.
- Report all accidents and incidents immediately to their manager.
- Give clear instructions which incorporate safety aspects and ensure they are adhered to.
- Conduct as and when any other HSEQ related activities that is required by the business.

Person Specification & Experience *Identify the key competencies required for the role (e.g. communication skills) and any experience the person requires.*

- Time served Electrical apprenticeship.
- Ability to read electrical drawings.

The requirements and responsibilities contained in this role description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.