

Job Title	Maintenance Technician
Reporting to	Engineering Department
Post Number	JD1081 V3
Department	HPUK Engineering
Location	Port of Felixstowe

Job Purpose

Responsible to undertake maintenance, repairs and installation to upgrade, maintain and commission mechanical and electrical installations on all the Port of Felixstowe's infrastructure.

Main activities and responsibilities

- Work closely with the Ports engineering department provide assistance with new projects and normal day to day activities.
- Prioritise work to meet the business at the Port of Felixstowe.
- Ensure all maintenance and installations are managed safely for self and others.
- Ensure that electrical / mechanical installations on the Ports plant and equipment are cost effectively repaired and maintained in a safe manner with minimal operational disruption.
- Diagnose, oversee and rectify faults on the control and instrumentation as well as utility equipment.
- Diagnose, oversee and rectify mechanical faults on all Ports container handling equipment and associated workshop equipment.
- Actively contribute to meetings as and when required.
- Regular progress reports on all maintenance, installation and commissioning work, updating EMIS (Maximo, engineering management and supervisory staff on current status of all on-going repair work.
- Ensure all the equipment used is maintained and stored correctly.
- Ensure compliance to all policies, safe code of practice, procedures, standard operating practices, with recommendations for action and continuous improvement.

Scope of the role

- Responsible for own safety; i.e. Essential safety rules and HPUK policy and procedure for the control of contractors. Responsibility and general duty of care for plant operators in consequence of repair work undertaken.
- The incumbent will be expected, where relevant and appropriate to give support to fellow team members, sharing experience and rely on their initiative when interacting with other functional areas

- e.g. Planned Maintenance, Reactive Maintenance, Operational Staff and 3rd Party Contractors.
- Responsible for safe operation of equipment following repair or modification. Responsible for complex electrical test and diagnostic equipment as well as vehicle and mobile telephone.
 - Responsible for own equipment – PC Tools and equipment allocated.
 - This person does not have any direct responsibility for finance, but is responsible for being cost conscious and cost efficient by ensuring plant repairs and modifications are completed efficiently.
 - Constantly prioritising workloads in liaison with supervision.
 - Ensure all maintenance activities enhance equipment performance / reliability and that no actions compromise this, for this purpose analyse equipment performance and technical information.

Technical skills

- Completion of HPUK engineering apprenticeship or equivalent.
- Minimum Entry requirements: An ONC (Ordinary National Certificate) in Mechanical/Electrical Engineering along with demonstration of a proven practical capability in mechanical electrical engineering covering the technology of site equipment.
- The ability to diagnose complex faults from sometimes limited data and history. Making decisions on whether equipment is safe to operate.
- Continuous professional development of technical knowledge required to stay abreast of developing technology
- Advantageous to hold knowledge of mechanical, electrical and hydraulic systems and installation for quay side cranes, rubber tyre gantry cranes and miscellaneous plant and equipment. To include electrical distribution, lighting systems, control instrumentation and installations.
- Maintain an up to date knowledge of health and safety requirements and engineering safe code of practice.

Behavioural skills

- Actively seek and implement improvements to engineering services including, training, strategic spares, working practices, engineering information systems and safe systems of work.
- Foster a sense of urgency in others to meet and exceed targets at individual, team and organisation level.
- Identify and propose solutions, improvements where applicable to areas of administration, maintenance repair procedures and working practices.
- Assume the role of a mentor/coach when applicable to support the training of new intake to the role.
- Actively seek opportunities for growth and takes ownership for continuous development.
- Cultivate and develop a strong internal, external network with stakeholders, and other groups who can impact our future success.

Authorised by:		Accepted by:	
Manager's name:		Job Holder's name:	
Signature:		Signature:	