**Job Description**

**Title and grade:** Advanced Maintenance Technician

**Business Sector:** MTC Operations

**Duration of appointment: 12 months Fixed Term Contract**

**Location**: Coventry

**Reporting to:**  Workshop Maintenance Manager

The Manufacturing Technology Centre (MTC) was established in 2010 as an independent, non-profit distributing, Research & Technology Organisation (RTO) with the objective of bridging the gap between academia and industry.

It represents one of the largest public sector investments in UK manufacturing. After seven years of rapid growth, the MTC campus has expanded with the addition of four more facilities, including the National Centre for Additive Manufacturing.

Our role has also increased to cover not only R&D but also Training, Advanced Manufacturing Management and Factory Design. Our team has grown and diversified to over 800 employees operating across 7Sectors**.** We have over 100 Members who help direct the course of our research and form project partnerships.

As an organisation we bridge the MRL journey from R&D through to mature stable manufacture. We he a growing need for areas that were previously managed as research facilities to create a higher MRL environment more aligned to an industrial facility. In order to deliver this we need to develop an enhanced Manufacturing Management System, and an organisation to run this system.

**Job purpose:**

Reporting to the Workshop Maintenance Manager based in Coventry and working closely alongside the rest of the teams at Coventry, Liverpool and Oxford. The Advanced Maintenance Technician will be responsible for carrying out the planned and breakdown maintenance to the correct standards set out.

All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way.

**2. Duties and responsibilities:**

* To perform routine and reactive maintenance activities on workshop equipment both mechanical and electrical
* In conjunction with the Health and Safety team review external contractors’ health and safety documentation prior to work commencing on site
* Lead and drive the maintenance teams 5s and maintenance strategy instilling the MTC Right Way behaviours
* Lead and manage installation and acceptance of workshop equipment within the MTC Workshops
* Be responsible for introducing and managing service agreements for critical assets
* Develop strategic maintenance plans for an assigned set of MTC assets
* Develop relationships with strategic suppliers to ensure issues are resolved in the shortest possible time
* Carry out fault diagnosis on mechanical and electrical equipment
* Work with external contractors to ensure equipment has the correct services and is installed in line with MTC requirements
* Produce service reports for all equipment maintenance
* Carry out problem solving activities on equipment or system faults
* Coaching and mentoring apprentices

**3. Special Conditions:**

The position will be based across all MTC workshops

**4. Organisational Responsibility:**

This role will report to the Workshop Maintenance Manager based in Coventry and working closely alongside the rest of the teams at Coventry, Oxford and Liverpool.

**5.** **Person Specification:**

**Education:**

* A recognised apprenticeship in an appropriate discipline
* L3 (Mechanical) Engineering Maintenance or equivalent
* L3 Industrial Electrician or equivalent
* 18th edition qualified (desirable)
* IOSH Qualification in Health and Safety (desirable)

**Experience:**

* At least 5 years’ experience in a maintenance position
* Experience with Programmable Logic Control (PLC) – Desirable
* Experience with carrying out mechanical and or electrical maintenance
* Knowledge of working with Fluid Power systems
* Be able to read and interpret schematic drawings

**General Skills and Abilities:**

* An understanding of maintenance processes and systems.
* Self-motivated with ability to meet deadlines
* Willingness to learn
* Skills in using Microsoft Word, Excel, Outlook
* Excellent communication skills, both written and oral
* Ability to work within a team-focused environment
* Articulate with excellent interpersonal skills
* Keen attention to detail
* Can do attitude

**Other:**

* Commitment to observing the equality and diversity policies of the company.
* Commitment to maintain confidentiality at all times.
* Valid licence for driving in the UK or other suitable arrangements for personal business travel.