**JOB DESCRIPTION**



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| **Job Title:** | **Maintenance Electrician** |
| **Department:** | **Maintenance** |
| **Reporting To:** | **Maintenance Lead** |
| **Revision:** | **01** |

INTRODUCTION

Irish Pressings is a market leader in the design & manufacturing of tooling, metal stampings, weld assemblies, projection welding, precision machining and prototyping services. A large variety of production process equipment is used in the afore mentioned services. Ability to work independently, as part of a team, and maintain a positive attitude while working in a high-pressure environment are essential attributes.

Our growth & expansion plans have created a new position to cover shift within our maintenance department. Reporting to the *Maintenance Lead*, the primary role of the *maintenance electrician* will be to ensure the plants production equipment in both operations & toolroom is in good working order and properly maintained. The *maintenance electrician* is a key part of the production team and is expected to work with the team to achieve production goals.

The *maintenance electrician* is also expected to support activities in the Building Services (Facilities/Utilities) areas, as and when required.

The position requires a commitment to Quality, Effectiveness (“doing the right things”) and Efficiency (“doing things right”).

Several key areas of responsibility are outlined below under appropriate headings. On a routine daily basis, other specific duties will be assigned.

**KEY TASKS & RESPONSIBILITIES**

*Maintenance:*

* Troubleshooting and repair of electrical faults in all machinery and equipment.
* Installation of new electrical systems and maintenance of existing systems.
* Preventative maintenance to all electrical systems to ensure their safe and reliable operation.
* Optimising the safety and reliability of all electrical distribution boards and switch panels using thermal imaging procedures.
* Fostering a culture of safety across all areas and activities.
* Delivering a preventative maintenance program that ensures all electrical services site wide operate in a safe and efficient manner.
* Co-ordination of, and liaison with, external specialist contractors engaged in relevant works on site.
* Responsibility for one or more specific areas as and when assigned, e.g. specific business units, production presses etc.
* Compliance with IP GMP work procedures, including generation and completion of all documentation as required.
* Timely logging of all interventions.
* Completion of all training as assigned.

*Housekeeping:*

* When working in Production areas, to perform and complete work in a clean and tidy manner. In particular:
	+ Production facilities and machines should be left in the same state of cleanliness as found following an intervention. Any contamination (dirt, metal filings, failed components, lubricants etc.) arising from the intervention must be removed.
	+ All tools & components should be accounted for and removed. No excess or spurious components should be left on or in the vicinity of machines.
* To maintain the maintenance workshop, personal & general tools, and spare parts in accordance with IP 5S policy.

*Training:*

* To participate in all training and assessment activities related to the position.
* To identify relevant areas of personal training for inclusion on the company training Plan.
* To attend all training courses (internal or external), seminars as required for training related to the position.

*Safety:*

* To adhere fully to all safety policies, procedures and regulations issued by IP.
* To immediately notify the appropriate responsible person if he observes a breach of policy, procedure, regulation or a potential hazard that could have a serious impact on safety or result in serious personal injury to any person on site.
* To report incidents and accidents in a timely manner by means of the company’s reporting procedure.
* To offer technical input towards ensuring safe systems of work, and safe operation of equipment and processes.

*Qualifications & Experience:*

* Must have a mechanical / electrical maintenance background (time served).
* Experience in preventative maintenance, mechanical troubleshooting, hydraulics, pneumatics, plumbing, welding, and electrical systems.
* Good written & oral communication skills.
* Energy efficiency and energy management skills would be an advantage.
* Experience in PAT testing would be an advantage.

*Other Relevant Information:*

* Flexible around shift work and working hours.
* A reasonable amount of overtime may be allocated as needed.
* Perform other work-related duties as assigned by the maintenance lead.
* To ask, if in doubt, about any practice or unusual finding.

**Note: Due to the nature of the business, additional duties may be assigned from time to time.**