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EUROPE'S LEADING INDEPENDENT BRAKE PAD MANUFACTURER FOR CARS, MOTORCYCLES, KARTS AND MOUNTAIN BIKES

## Job Description - Maintenance Supervisor

### SUMMARY

To be responsible for all building and machinery servicing, maintenance and repairs.

### PRIMARY RESPONSIBILITIES

1. Maintain all machinery, including mechanical and electrical aspects, this may involve longer hours in the event of a machine breakdown.
2. To service and repair all machinery, including the sourcing and re-working of parts for CNC machines, skin packaging and cutters.
3. First point of contact for external contractors, including but not limited to, fire , lift and alarm engineers and the vending machine maintainers.
4. Basic building maintenance, including the monitoring, setting and maintenance of the heating , water and lighting systems.
5. Negotiate prices for maintenance/repair work and purchasing of cleaning materials, consumables and Health and Safety equipment.
6. Schedule vending machine routine maintenance and the replenishing of water and snacks.
7. Responsible for Health and Safety procedures and maintaining/enforcing policy changes and ordering, training and monitoring staff.
8. Ensure compliance with all HSE requirements.

### KNOWLEDGE AND SKILLS

1. All round mechanical experience essential and electrical experience advantageous
2. Ability to organise and prioritise
3. Methodical
4. Health and Safety knowledge and experience or willing to be trained.
5. Flexible and adaptable.

### WORKING CONDITIONS

Hours of work: Mon-Thurs 8.30am – 17.30 with 45minutes lunch and Fri 8.30am-17.00, with 60minutes lunch.

Working conditions are normal for a manufacturing and distribution centre.

Reporting to the Group CFO.