

JOB DESCRIPTION / PERSON SPECIFICATION

Job Title:	Carding and Maintenance Technician
Reporting to:	Carding Engineer/Mill Manager
Supervisory responsibility:	None
Key Relationships:	External: Customers, suppliers and service providers Internal: All staff

MAIN PURPOSE OF THE JOB

To take ownership for both the reactive and preventive maintenance and to develop and maintain the systems and processes necessary for managing preventive maintenance of all relevant process and support equipment on site. Act as a stand-in carding engineer and provide process support to run the carding process as and when required.

KEY TASKS

Administrative:

- Develop, review, maintain and apply preventive maintenance schedules to all relevant equipment.
- Assess the need for critical spares stockholding and maintain adequate stocks of spares where necessary
- Improvement project planning
- Production planning in the front end
- Develop strong relationships with spares and service providers
- Maintain excellent housekeeping at all times
- Conduct and apply risk assessments as necessary
- Complete any production records where relevant

Operations

- Act as a stand in Carding Engineer to cover in the event of absence or operational need (full training will be provided).
- Various other operational roles in the front end including (but not restricted to), blending, and scouring.

Maintenance

- Ensure work is planned, scheduled and executed to a high quality in a safe and timely manner
- Implement necessary proactive preventive maintenance and inspections as required by the schedule
- Carry out reactive maintenance as needed ensuring all equipment is operating at full capacity

Continuous improvement:

- To review and make recommendations for equipment and process improvements.
- Investigate and implement where feasible, improvement projects in line with the needs of the business

SKILLS AND ABILITIES

Mandatory	Preferred
Min 2 years experience in a production team (FMCG or similar)	Min 5 years experience in a production team (FMCG or similar). Textiles experience, especially fibre carding. Management experience.
Strong Mechanical technical foundations. Basic electrical technical foundations.	Mechanical NVQ level 3 or equivalent. C&G level 2 or equivalent.
Significant previous involvement with Preventive Maintenance Systems	Experience with Developing and maintaining Preventive Maintenance Systems
Basic IT skills – MS Office	Intermediate IT skills – MS Office, particularly MS Excel
	Project Management experience
	Fibre carding experience would be highly valued.

- Ability to investigate, understand and resolve issues quickly and efficiently
- Eagerness to learn and teach
- Strong communication and leadership skills
- High attention to detail
- Ability to take sensible initiative and work unsupervised
- Customer focussed and quality driven

The work requires the following physical requirements

- standing for long periods
- moving or lifting heavy and awkward loads
- handling raw fleece and fibre
- handling chemicals and dyes
- operating fast, rotating machinery
- operating slow, high torque rotating machinery
- accurate colour vision
- functional hearing