

### Job Description

Job Title	Instrument Maintenance Technician
Job Holder	Vacant
Reports To	Maintenance Manager
Location	Billingham
Date	March 2019
Grade	30 to 31

#### Job Purpose

Carry out day to day maintenance activities on the Billingham site as part of a multi-skilled maintenance team. Reporting to the Maintenance Manager and working closely with the maintenance planning team, the individual will perform routine planned works and respond to breakdowns within cGMP assets and all support facilities.

#### Dimensions

Turnover	£100 Million
Site Numbers	700 Personnel
Number of staff reporting to individual	None

#### Principle Accountabilities

##### Grade 30

1. Ensure that maintenance work complies with statutory and local engineering standards and requirements, using own knowledge and the support of other engineers.
2. Perform fault diagnosis, maintenance and servicing work, safely and efficiently in accordance with the manufactures' instructions. Read and extract information from engineering drawings specification diagrams and maintenance manuals.
3. Prepare the work area for maintenance of plant, systems or components. Reinststate the work area after completing the maintenance of plant, systems and components. Conduct safe and effective handover of plant and equipment to others, and accept and confirm responsibility for the control of plant and equipment within the work area isolation boundary.
4. Use site cGMP systems and the SAP system to ensure all maintenance documentation is completed and archived in accordance with site procedures.
5. Work within the on-demand system to respond flexibility to changing priorities. As part of the maintenance team, it is expected that support will be provided out of core hours, this includes the requirement to respond to emergency callouts where necessary.

6. Use the engineering planning system, report progress and give accurate updates to engineering colleagues daily.
7. Ensure that contractors are inducted/supervised during service visits where necessary prior to accessing facilities.
8. Any other duties commensurate with the job grade.

**Grade 31**

9. Technically and accurately approve calibration certificates to assure compliance and technical sign off.
10. Complete PTW training and gain the ability to accept permits.
11. Any other duties commensurate with the job grade.