

JOB DESCRIPTION

Position: Maintainer

Location: Depot Workshop– (Bulford/Catterick/Bielefeld)

JOB PURPOSE

To maintain the HET and other military vehicles.

To be a TA Sponsored Reservist (SR).

LINE MANAGEMENT

For Individual management and progression your reporting line is the Workshop & Engineering Manager.

For Company instructed tasks your reporting lines are:

Maintenance activities the Workshop Supervisor

HET Task activities the Tasking Execution Manager/Task Supervisor

This position is not responsible for the individual management and progression of any direct reports.

As an SR you will be affiliated to 19 Tank Transporter Squadron

SUCCESSION

This position requires no short term successor

SUCCESSOR

This position is not required to be a successor for any other position

MAIN DUTIES AND RESPONSIBILITIES

The Company has a responsibility to promote a safe place of work, you have the final level of responsibility for ensuring safe and healthy working conditions are maintained for all. You are expected to:

Health, Safety & Environment

- Implement the Company Safety Management plan
- Be responsible for Health, Safety and Environment at all of the FTX facilities you attend
- Ensure that Health & Safety standards, including the wearing of PPE, are met at all times
- Carry out HSE checks as directed
- Follow the Company Zero Harm and Courage to Care ethos
- Conduct Courage to Care discussions and report
- Follow safe systems of work.
- Be familiar and comply with all relevant Risk assessments
- Comply with the Health and Safety at Work Act 1974, the Environmental Protection Act 1990, other supporting UK and EU Health, Safety and Environmental Legislation, Regulations and Codes of Practice.

Quality & Compliance

- Work within the requirements of the Company Quality Plan
- Raise non compliances and report them to the Compliance Manager

- Follow approved Company Operating Procedures (COP's)
- Participate in total quality and continuous improvement programmes and Audits.
- Assist in preventing, identifying and resolving quality problems.
- Carry out Quality Audits as directed and report findings within the required timeframes

Specific Role Duties

- Carry out scheduled and unscheduled maintenance of HET.
- Maintain the HET fleet and equipment records
- Roadside repair and recovery of HET
- Test Drive all vehicles after maintenance tasks.
- Ensure HET vehicles are maintained in accordance with COP's
- Ensure that the work being carried out on HET in all workshops is in accordance with the VOSA HGV Inspection Manual, manufacturers procedures and industry best practice.
- Advise Workshop supervisor on any issues arising regularly
- Control and manage privately owned tools
- Ensure all pre and after use checks are conducted correctly
- Raise and complete Job cards
- Be familiar and comply with all COSHH assessments
- Be familiar and comply with Depot Risk assessments
- Test Drive all vehicles after maintenance tasks
- Be available for on call Duty Operations on a rotational basis

Management Information Systems

- Manage and maintain documentation and records to comply with COP's in a timely manner

General Duties

- Carry out Vehicle Safety checks in accordance with COP's
- Undertake any reasonable task required of you

Position: Sponsored Reserve (SR)

Location: SR Duties Worldwide. Affiliated to 19 Tank Transporter Squadron.

Reports to: Military chain of command.

Description: Undertake military duties on training, exercises and operations.

Responsibilities

- Maintain SR Status
- Comply with Military Law and Regulations
- Attend all compulsory training for a minimum of 35 days per annum, including weekend and unsocial hours
- Pass annual individual training directives.(Military Annual Training Tests (MATTs))
- Maintain fitness and issued equipment in order to carry out duties effectively.
- Work under the command & control of the Military chain of command
- Respond to-call up and deploy on operations where necessary.
- Undertake other Military Tasks

Maintainer Specification

ESSENTIAL	DESIRABLE
A highly professional Mechanic / Electrical engineer with a strong sense of Company and team loyalty.	All dual trained Mechanics Electricians
Must be extremely trustworthy and responsible.	
Eligible to Join Territorial Army	
Hold Current UK driving licence with categories C+E for at least 2 years.	
Have no more than 6 penalty points on their driving licence	Clean Driving Licence
Hold a British passport	
Be aged 21 –52	
Computer Literate	MS Office competent, Fleet maintenance software competent. FEMIS/JAMES user qualified
BTEC or equivalent city & guilds or NVQ level 3 mechanical engineering with recent 'hands on' experience	Joint Mech & Elec qualification. Class one REME qualified. VOSA inspector qualified.
GTI score of at least, 48 for maintainer. (no BARB if joining within 12 months of leaving service)	
Be willing to become and remain a Sponsored Reserve and uphold their commitments as an SR.	
Able to pass medical examination – Pulheems 2000	
Able to pass representative military tasks to become an SR and to maintain fitness standards in order to pass MATTS.	