

Roles and Responsibilities

Job Title	Engineer
Work Location	Sella Ness
Line Manager	Maintenance Director
Purpose	
<p>The purpose of this role is to maintain the Plant and HGV fleet while providing a high level of safety and customer service. This will involve performing repair and maintenance work in accordance with factory and industry standards, running diagnostics on vehicles and working closely with other team members to meet company goals.</p>	
Responsibilities	
<ul style="list-style-type: none"> • Carry out HGV diagnostics and fault finding. • Carry out HGV monthly inspections, ongoing repairs and MOT preparation. • Ensure all HGV paperwork and records are kept in order. • Carry out regular service of plant and completion of service record sheets. • Carry out repairs of plant, including identifying need for replacement parts, and passing this information on to the Maintenance Manager. • Completing plant customer charge out sheets. • Performing plant pre-hire and post hire checks and completing documentation • Maintaining a safe and tidy work area • Comply with all HSE requirements at EMN premises and sites as well as all client sites. • Understand and adhere to the company standards, policies, and procedures. • Always maintain company confidentiality. • Be familiar with garage security measures, ensuring the premises are locked and always secured. • Report any accidents/incident in the workplace to management immediately. • Liaise with and follow instructions from all senior employees. • Establish and maintain effective working relationships with all colleagues, assisting as required. • Any other duties as directed by Management. 	
Skills, Knowledge, and Qualification Requirements	
<ul style="list-style-type: none"> • Excellent customer service and communication skills • Good analytical skills • Physical fitness and stamina to stoop, crawl, work laying down, and lift heavy machinery • Heavy Vehicle Maintenance SVQ Level 3/ Construction Plant Maintenance SVQ Level 3 (or equivalent) • Full UK Driving Licence • Counterbalance Forklift (training can be provided) • Telescopic Materials Handler (training can be provided) • Portable Appliance Testing Training (training can be provided) • Abrasive Wheels Training (training can be provided) 	

HSE & HR E-learning (Atlas – Citation)

Upon joining the Company, employees will be assigned mandatory e-learning relevant to their role (as detailed in the Company Citation Training Matrix). Employees are required to ensure all e-learning courses are refreshed prior to the certificate expiry date.

Employee Name

Signature

Date