



# SOMERS FORGE LIMITED

## JOB SPECIFICATION

**JOB TITLE:** Maintenance Support

**REPORTING TO:** Maintenance Management

**DEPARTMENT:** Maintenance

**SUPERVISORY RESPONSIBILITY:** None

**JOB PURPOSE:** Implementation, Planning, Monitoring and upgrades of CPMS

**MAIN DUTIES AND RESPONSIBILITIES:**

- Work in safe and responsible manner.
- Administration of current CPMS
- Update and modification of planned maintenance Work orders & schedules.
- Implement systems for planned maintenance improvements.
- Expansion of current equipment covered by planned maintenance.
- Ensure all records are kept current and up to date.
- Contractor control of permit, RAM's etc.
- Administration of Work order system.
- Receipt of purchase order / delivery notes
- Administration of Order status
- Delivery date of raised PO's chasing suppliers
- Other duties as and when required

**PRINCIPAL ACCOUNTABILITIES:**

- PM schedule adherence.

**JOB CHALLENGES:**

- PM schedule adherence.
- Liaise with production planning regard PM schedules.

**RELATIONSHIPS:**

- Maintenance Management
- Maintenance department engineers.
- Shop floor management.
- Shop floor.
- Suppliers
- Contractors

**ADDITIONAL INFORMATION:**

- Engineering / maintenance experience beneficial
- Self-motivated
- Strong organizational skills and attention to detail.
- Good IT skills, especially with Microsoft Office and potentially Computerized Maintenance Management Systems (CMMS).
- Excellent communication and customer service abilities.
- Ability to work under supervision and learn new procedures.
- Previous admin experience is often preferred, especially in a facilities or maintenance environment.

**APPROVALS****Role Holder:** \_\_\_\_\_**Date:** \_\_\_\_\_**Manager:** \_\_\_\_\_**Date:** \_\_\_\_\_