

## Job Description - Maintenance and Health & Safety Supervisor

### SUMMARY

To be responsible for all building and machinery servicing, maintenance and repairs and Health & Safety for the Company.

### PRIMARY RESPONSIBILITIES

#### A) Mechanical maintenance engineer

1. Maintain all machinery; including mechanical and electrical aspects. This may involve longer hours in the event of a machine breakdown
2. Service and repair all machinery, including the sourcing and re-working of parts for CNC machines, skin packaging and cutters
3. First point of contact for external contractors, including but not limited to, fire , lift and alarm engineers and the vending machine maintainers
4. Basic building maintenance, including the monitoring, setting and maintenance of the heating , water and lighting systems
5. Negotiate prices for maintenance/repair work and purchasing of cleaning materials, consumables and Health & Safety equipment
6. Schedule vending machine routine maintenance and the replenishing of water and snacks
7. Responsible for the Waste Management, ensuring licence data is up to date and keep up with new legislation i.e. Compactor (paper-wood), General Waste (non recycling), Steel Waste (mixed and clean), Aluminium Waste, Hazardous/Electrical Waste and Waste Oil etc..
8. Work alongside and provide holiday cover for Electrical Maintenance Engineer & IT Supervisor.

#### B) Health & Safety Officer

9. Responsible for Health & Safety procedures and maintain/enforce policy changes and ordering, training and monitoring staff
10. Ensure compliance with all HSE requirements and that the Company promotes and complies with best practice in all areas of Health & Safety
11. Safeguard the well-being and safety of all staff working amongst or on machinery
12. Oversee the use and provision of safety wear
13. Protect the Company and staff from accidents and work related injury claims
14. Ensure correct training on manual handling and operation of mechanical handling equipment including Forklift Trucks, Pallet Movers and Overhead Crane
15. Keep sufficient records of the above.



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EUROPE'S LEADING INDEPENDENT BRAKE PAD MANUFACTURER FOR CARS, MOTORCYCLES, KARTS AND MOUNTAIN BIKES

## KNOWLEDGE AND SKILLS

1. All round mechanical engineering experience essential and electrical experience advantageous
2. Health and Safety knowledge and experience or willing to be trained
3. Ability to organise and prioritise
4. Methodical
5. Flexible and adaptable (likely to involve local travel and twice yearly visits to Bristol, our subsidiary company for HSE training).

## WORKING CONDITIONS

Hours of work: Mon-Thurs 8.30am – 17.30 with 45minutes lunch and Fri 8.30am-17.00, with 60minutes lunch.

20 days holiday plus Bank/Public Holidays

Salary: Competitive

Start Date: ASAP

Working conditions are normal for a brake manufacturing and distribution centre, which includes packing and shipping departments, rotor machining departments with grinding machinery and separate press-works facility with numerous presses up to 250 tonnes capacity and ancillary equipment.

This is a joint position with two key roles, responsible to the Group CEO & Group CFO.

Location:

EBC World Headquarters  
Upton Valley Way East  
Pineham  
Northampton  
NN4 9EF