

Job description

Job title	Mechanical Maintenance Technician
Directorate	Engineering
Career Level	4
Responsible to	FPP Maintenance Manager
Base/location	FPP
Hours/sessions per week	40
Job type	Permanent

INTRODUCTION

Porton Biopharma Ltd, Porton Down has approximately 350 staff, performing a range of production, quality and development roles within pharmaceutical production, process and analytical development, quality control and quality assurance. The Company carries out the manufacture of Erwinase[®] and Anthrax Vaccine as well as contract manufacturing projects.

Being based at the FPP you will be an integral part of a small multi skilled engineering team that support the fermentation process of Erwinase[®]

JOB SUMMARY

The main role of the Mechanical Maintenance Technician is to perform maintenance and installation of PBL equipment and utilities. This role involves interfacing with equipment/system owners, the principle maintenance contractor, capital project managers and the Quality Departments to ensure compliance is maintained with current Good Manufacturing Practice. You will be required to be part of an existing maintenance shift pattern covering the periods of 06.00 – 14.00, 08.00 – 17.00 or 14.00 – 22.00 and be placed on a callout rota to support the out of hours shift engineers.

Working within the Engineering team you will undertake all aspects of mechanical maintenance both planned and reactive on process eqpt, plant and clean steam, purified water and effluent systems. Tasks to be undertaken will be varies from full annual mechanical servicing to routine daily checks of PBL equipment and utilities. Working as part of a multi skilled team to troubleshoot breakdowns.

With support you will be ensuring all PBL equipment and utilities are maintained at all times. You will become a valued member of the GMP engineering team working to minimize disruption to manufacturing activities.

Communication and key working relationships

Internal

- Manufacturing, Operational Project Management, Quality, Safety, Validation, HR, Finance, Emcor, Facilities Management.

External

- Contractors, Suppliers, Auditors

MAIN DUTIES AND RESPONSIBILITIES

- Maintaining PBL equipment and utilities.
- Reactive maintenance to minimise loss of production
- Working with Engineering, Production and QA to troubleshoot critical failures of eqpt or utilities.
- Routine water samples following company SOP's
- Working within the confines of the PBL permit to work system
- Conducting daily maintenance tasks
- Completing all paperwork as required to meet GMP standards
- Looking after contractors when on site and ensuring they are operating according to the RAMS provided
- To perform any other duties required by the Line Manager commensurate with grade
- To undertake work in accordance with the PBL's Health and Safety policies and procedures and to work within any Quality Systems that are applicable to the site to comply with all PBL policies and procedures

Other

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Professional development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

Person specification

Description	Essential	Desirable	Assessment
Qualification			
Educated to NVQ level in relevant subject or equivalent level qualification/apprenticeship or significant experience of working at a similar level in specialist area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/C
Knowledge and experience Experience as defined by type/level (not length)			
Experience with mechanical maintenance within a regulated environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Working within quality systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Experience of working in a Cleanroom environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Worked in a production environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Knowledge and understanding of pressure systems and manufacturing vessels	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Knowledge of Engineering H&S Legislation and its application to maintenance operations	<input checked="" type="checkbox"/>		A/I
Skills and capabilities			
Good organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Proven ability for fault investigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Accurate and clear record keeping skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A/I
Diplomatic and tactful approach to colleagues and good communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Be proactive and able to work on your own or as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A/I
Ability to follow written procedures	<input checked="" type="checkbox"/>		A/I
Equality and diversity			
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	<input checked="" type="checkbox"/>		I
*Assessment will take place with reference to the following information			
A = Application form	I = Interview	C = Certificate	T = Test

Job description agreed with the post holder:

Employee signature: Date:.....

Print name:.....

Manager's signature:..... Date:.....

Print name:.....