

SITE SERVICES ENGINEER

REPORTING TO:

Site Services Manager

DEPARTMENT:

Engineering

LOCATION:

Melton Foods, Melton Mowbray & Chetwode

JOB PURPOSE

Operate, maintain and support site utilities and infrastructure across Melton Foods and Chetwode Head Office so critical services remain safe, compliant, reliable and available. Deliver planned maintenance and statutory tasks to the agreed schedule, respond effectively to faults, support specialist contractors, identify deterioration and improvement opportunities, and provide accurate CMMS feedback to the Site Services Manager and Engineering Planner. Chetwode scope includes office building services such as lighting, boilers and heating systems.

KEY RESPONSIBILITIES

UTILITIES & INFRASTRUCTURE

- Operate and maintain site utilities and infrastructure within competence across Melton Foods and Chetwode Head Office, including boilers, refrigeration, compressed air, water, drainage, electrical distribution, building services and other assigned site systems. Chetwode scope includes lighting, boilers and heating systems serving office spaces.
- Support the Site Services Manager in monitoring utility and building-services condition, availability and performance, providing meter readings, equipment observations and other operational information as required.

PLANNED & STATUTORY MAINTENANCE

- Deliver utilities, building-services PPM and statutory maintenance activities across both locations in line with the agreed maintenance schedule, completing work thoroughly and to the required safety, quality and compliance standard.
- Complete required routine statutory checks, inspections and records within role competence, ensuring results are accurate and any defects or non-compliances are escalated promptly.
- Work with the Engineering Planner to ensure planned site-services work is ready to execute and provide clear feedback where scope, parts, access or technical information needs to be improved.

FAULT FINDING & CMMS

- Carry out fault finding, diagnosis and corrective maintenance on site-services and Chetwode building-services assets, escalating significant, repeat or unresolved failures to the Site Services Manager.
- Provide accurate CMMS / Mainsaver feedback for all work completed, including asset, fault, labour, parts, readings, defects, follow-up actions and reasons for incomplete or deferred work.
- Identify condition deterioration, emerging defects, repeat failures and resilience risks through routine checks, PPM activity and condition-monitoring observations.
- Ensure remedial actions arising from inspections, service visits and breakdowns are raised through the CMMS and provide technical information needed for effective planning and completion.

CONTRACTORS & COMPLIANCE SUPPORT

- Support specialist service contractors and OEMs at Melton Foods and Chetwode, ensuring access, permits, isolations and site controls are in place as directed by the Site Services Manager.
- Support planned servicing, inspections and compliance visits by preparing equipment, providing technical access and ensuring follow-up requirements are clearly captured.
- Support commissioning and handover of utilities or infrastructure modifications, providing practical maintenance input and identifying defects, access issues or training needs.

SAFETY & EMERGENCY RESPONSE

- Follow all safe systems of work, isolation / LOTO requirements, permits, RAMS and Engineering safety procedures applicable to utilities, infrastructure and building-services activity.
- Maintain high standards of food safety and hygiene where applicable at Melton Foods, and strong environmental, workmanship and housekeeping standards at both locations.
- Support emergency response and contingency activity for critical utilities and building services as directed, escalating risks where loss of service could affect safety, compliance, occupants, production or business continuity.

PERFORMANCE, COMMUNICATION & IMPROVEMENT

- Support energy and utilities-efficiency improvements by identifying waste, leaks, abnormal consumption, poor equipment performance and practical opportunities for improvement across both locations.
- Maintain clear communication with the Site Services Manager, Engineering colleagues and relevant site stakeholders regarding equipment condition, service interruptions, temporary repairs and outstanding risks.
- Contribute to continuous improvement by raising practical improvement ideas and supporting reliability actions, corrective work and site-services modifications.

REPORTING STRUCTURE

SITE SERVICES MANAGER

SITE SERVICES ENGINEER

Hands-on delivery role for utilities, infrastructure and site-services maintenance.

KEY WORKING RELATIONSHIPS



PERSON SPECIFICATION

AREA	ESSENTIAL	DESIRABLE
Qualifications	Time-served Engineering apprenticeship / NVQ Level 3 or equivalent relevant Engineering qualification	Refrigeration, boiler, steam, electrical, water or utilities-specific training
Experience	Practical maintenance and fault-finding experience on utilities, infrastructure or industrial services	Food / FMCG; multi-utility or building-services environment
Technical	Safe operation, maintenance and fault finding on assigned site-services systems within competence	HV / LV, refrigeration, steam, compressed air or controls exposure
Planned / Statutory Work	Able to complete PPMs, routine statutory checks and accurate service records to schedule	Condition monitoring or compliance-support experience
CMMS & Records	Accurate CMMS feedback, defect reporting and maintenance-history recording	Mainsaver experience
Safety & Standards	Strong safe-system, permit, isolation, food-safety, hygiene and workmanship standards	Contractor support / permit-control experience

ROLE COMPETENCY MATRIX

COMPETENCY	REQUIRED LEVEL									
Site Utilities & Infrastructure Maintenance	●	●	●	●	●	●	●	●	●	●
Planned / Statutory Maintenance Delivery	●	●	●	●	●	●	●	●	●	●
Utilities Fault Finding	●	●	●	●	●	●	●	●	●	●
Safe Systems / Isolation / Permits	●	●	●	●	●	●	●	●	●	●
Food Safety & Engineering Standards	●	●	●	●	●	●	●	●	●	●
CMMS / Mainsaver Discipline	●	●	●	●	●	●	●	●	●	●
Condition Monitoring & Defect Identification	●	●	●	●	●	●	●	●	●	●
Contractor / OEM Support	●	●	●	●	●	●	●	●	●	●
Utilities Performance Awareness	●	●	●	●	●	●	●	●	●	●
Communication & Escalation	●	●	●	●	●	●	●	●	●	●

THE SAMWORTH BROTHERS WAY OF WORKING

- Values People**
Treat people with dignity and respect.
- Collaborative Team Working**
Work together, share knowledge and support each other.
- Initiative & Taking Ownership**
Take responsibility and deliver on commitments.
- Resource Management**
Use people, time and cost effectively.
- Self-Management**
Prioritise and manage time and resources effectively.
- Customer Focus**
Put customers at the heart of decisions.
- Flexibility & Adaptability**
Respond positively to changing priorities.
- Drive for Excellence**
Raise standards and continuously improve.
- Technical Expertise**
Apply and develop role-specific knowledge.