



JOB DESCRIPTION

Job Title:	Electrical Engineer
Reports to:	Chief Engineer

Summary of Position:

Heritage Envelopes Ltd is one of the largest envelope manufacturers within the UK, producing over 2 billion envelopes per annum at their production facility in Blackburn. We are looking for an enthusiastic, hardworking candidate to provide an effective and efficient electrical maintenance service throughout the business. The candidate must be prepared to work on a 2 shift system with on call duties as and when required.

Duties and Responsibilities:

- Undertake maintenance tasks and electrical repair work
- Observe and report on any plant or system deficiency/defect
- Liaise and work with departmental staff to undertake duties, creating minimal disruption to production wherever possible
- Maintain and repair all electrical tools and equipment
- Maintain a clean and tidy work area and leave no mess behind
- Always ensure Health and Safety procedures are adhered to
- Conduct yourself in a professional and courteous manner at all times
- Work well as part of a team or individually
- Any other duties as and when required

Desired Attributes/Qualifications:

- A full understanding of electrical health and safety regulations
- Able to read and interpret electrical drawings
- Experience in fault finding and repair
- Comfortable working under pressure

- HNC
- 17th Edition
- PLC fault finding