



JOB DESCRIPTION

Job Title:	Mechanical 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 maintenance service on all machinery and industrial equipment 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:

- Disassembly, cleaning, assembly, refurbishment and testing of envelope machines
- To conduct preventative maintenance on all production machines
- To attend breakdowns and carry out repairs efficiently and effectively
- Liaise and work with departmental staff to undertake duties, creating minimal disruption to production wherever possible
- To manufacture, repair or order new parts as and when required, following blueprints and engineering specifications
- Maintain and repair all 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:

- Experience in fault finding and repair
- Comfortable working under pressure
- Familiar with a production environment
- HNC