

Job Description

Job title	Mechanical Technician – General	Date
Reports to (title)	Mechanical Team Leader – General	September 2025
Contract/Department	GSK 3540	Revision
Location	Stevenage	V2

Job purpose

Describe the overall purpose of the job in two or three sentences.

To deliver safe, efficient, and compliant planned and reactive maintenance on mechanical plant and systems. The role ensures maximum asset availability, working to site standards, SOPs, and regulatory requirements. Technicians are expected to work with a degree of autonomy, supporting the Mechanical Team Leader and escalating issues where required.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Safety & Compliance

- Always Work safely, adhering to Risk Assessment & Method Statement (RAMS), permits, and statutory requirements.
- Accountable for the safe use of tools, vehicles, and plant.
- Accountability for availability and compliance of all general mechanical assets.
- Take personal accountability for quality of work and compliance with SLA's and KPI's.
- Demonstrate correct isolation procedures and permit to work processes for a range of systems under your operational control.
- Act as an Authorised Person (AP) in relevant discipline as required, ensuring compliance with regulatory and operational standards. Selection for AP responsibilities will be based on training and operational needs.

Maintenance & Operations

- Responsibility for allocated work orders from receipt to completion.
- Complete planned maintenance and reactive repairs to manufacturer and internal standards, including adjustment and minor repair to assets such as (but not limited to) Calorifiers, Plate Heat Exchangers, PRV's, Safety Valves, Steam Traps, Pumps, Pipework Repairs (Compression / Threaded), Isolation Valves, Strainers, Control Valves, Actuators, Dampers, Heater/Cooling Batteries, Humidification/Dehumidification, Heat Reclaim, Frost Coils (Steam/Water/FCU/VAV systems).
- Identify and request spare parts; assist in maintaining stock levels.
- Support commissioning and handover of plant and equipment.

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- Work with subcontractors on site (hosting, escorting, permit assistance under Team Leader direction).

Systems & Records

- Demonstrate use of electronic work order management systems and correct escalation of system abnormalities.
- Maintain accurate asset data and complete Computer-Aided Facility Management system (CAFM) records to agreed standards.

Communication & Leadership

- Provide clear updates on job progress, equipment progress, risks, and delays to the Team Leader. Ensure these are documented within the CAFM system.
- Provide occasional step-up support for your line manager during short absences (e.g., breaks, urgent cover).
- Contribute to continuous improvement by suggesting operational efficiencies.

GxP responsibility

- Some of your work will involve working on GxP equipment, carrying out testing to GxP standards as well as working in GxP areas. You may delegate some of this work to staff that work under your supervision. It remains your responsibility to ensure that staff under your control have had the correct training and are aware of the specific requirements.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- No direct reports.
- Responsible for general mechanical asset maintenance and repair.
- Supporting management of subcontractors, including (but not limited to) hosting, RAMS reviews, documentation management.
- Timely and accurate use of clients' CAFM system.
- Responsible for correct completion of work orders and accurate data input.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

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- NVQ Level 3 (or equivalent) in a mechanical discipline.
- Demonstrable hands-on maintenance experience in a critical environment.
- Strong awareness of health, safety, and compliance requirements.
- Ability to work independently and prioritise tasks effectively.
- Good IT skills (Word, Excel, CAFM systems).
- Effective communication skills with peers, managers, and clients.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- This job description is not exhaustive and may be updated to align with evolving business needs. Employees are expected to comply with any reasonable management requests.
- Occasional travel for training/business needs.
- Act as an Authorised Person (AP) in relevant mechanical disciplines as required, ensuring compliance with regulatory and operational standards. Selection for AP responsibilities will be based on training and operational needs.
- Responsible for accurate data entry in CAFM systems.
- Support subcontractor management under Team Leader guidance.
- Ability to use company pool vehicle and equipment (where necessary)
Undertake occasional overtime to support business needs to maintain maximum asset uptime, whilst reducing impact to client purpose.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

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FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	