



Job Profile

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| Job Title: | Field Commissioning Engineer |
| Department/Location: | Service – South West |
| Reports to: | Service Supervisor |
| Staff Responsibilities: None | |
| Hours of work: | As required to fulfill the role |
| <p>Summary of Position:</p> <p>The Commissioning Engineer will have responsibility for ensuring that all machines dispatched from Vapormatt's sub-contractors have passed QA and have been built to the standard and specification required by the customer.</p> <p>The role is also responsible for the Servicing of all models of Vapormatt and non Vapormatt machines at customer premises to include, general machine servicing, machine breakdowns, retrofit work and operator & maintenance training. All work must be carried out to current health and safety guidelines. This role is not limited to any one defined geographical area and is to include travel worldwide for periods of up to 4 weeks at any one time.</p> | |

Primary Responsibilities

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| 1 | QA of Vapormatt machines at sub-contractors premises to ensure that the machines are built to rigorous standards and that they are built to the specification for which they were purchased. |
| 2 | Final machine sign off to allow machines to be shipped |
| 3 | Ensure that all new machines are commissioned and set up to the parameters for which the machine was originally sold. |
| 4 | Training of operators and maintenance personnel on the machine or in a classroom environment. |
| 5 | Respond to emergency breakdowns and give cover for any electrical, pneumatic and mechanical faults |
| 6 | Carry out retrofit work to machines on Vapormatt's or customers premises as per instructions given. Liaise with project engineers on all elements of design. |
| 7 | Communicate with colleagues and managers with matters relating to service. |
| 8 | Carry out structured and controlled sample processing as required |
| 9 | As member of a small company, staff flexibility and the need to carry out jobs outside this fixed job description are paramount. |
| 10 | Work to ISO procedures and work instructions |
| 11 | Responsible for ensuring that all work carried out meets with the customer's expectations. |
| 12 | Travel is a requirement in and outside of the UK as and when required. |
| 13 | Liaise with other internal company departments and attend progress meetings as required |
| 14 | Undertake ad hoc activities as directed by your line Manager or a Company Director |

Note: This job profile is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process.

Personal Specification

| | Essential | Desirable |
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| Qualifications & Training | Excellent knowledge of mechanical and pneumatic systems. | |
| | City & Guilds in an electrical discipline | |
| Experience | A Background in a machine maintenance or field service role | |
| Qualities and Attitude | Display an ability to communicate easily with colleagues, managers and customers | Ability to accurately read and understand Electrical and Mechanical drawings |
| | Good knowledge of Rockwell or Similar PLC systems. Must be able to amend PLC programs and fault find | Excellent computer\ keyboard skills |
| | Keen and proven problem solver | |
| | Ability to travel independently worldwide as required by the role, this may be for a period of up to 4 weeks and at short notice. | |

Competencies

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| Ability to work quickly using own initiative | Forward thinking personality |
| Neatness in all aspects of work, including personal presentation | Customer Service focused |
| Ability to work rigorously to procedures | Good communication and interpersonal skills both with internal and external customer |
| Assertive | Logical and Solution focused |

Prepared by

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|--------------------------|--------------------|-------|------------------------------|
| Name: | Matt Caddy | Date: | 6 th October 2021 |
| Title and/or Department: | Service Department | | |