

WineWorks Ltd

Position Description for Engineering Support

Location	Marlborough
Department:	Engineering
Reports to:	Engineering Manager
Date of Issue:	August 2026
Working Relationships	
Internal:	WineWorks Team
External:	WineWorks Group, Contractors, Suppliers, Clients
Authority	
Spending:	0
Staffing:	0

Our Culture

We aspire to a culture where the following values shape our behaviour:



Our clients are our life blood. We know that they are why we are here. We work in a flexible and responsive manner to support their operations and meet their individual needs.



We do what we say and we're reliable. We take complete ownership of the process and the tasks that are asked of us. We are committed to go about our job in a straight up way.



Passion and pride run deep throughout our organisation. We care for the growth of our colleagues and clients, the safety of our workmates and the environment in which we live.



We're one big team who embrace difference and respect each other regardless of job title. We emphasise the value that comes from working together with one focus.



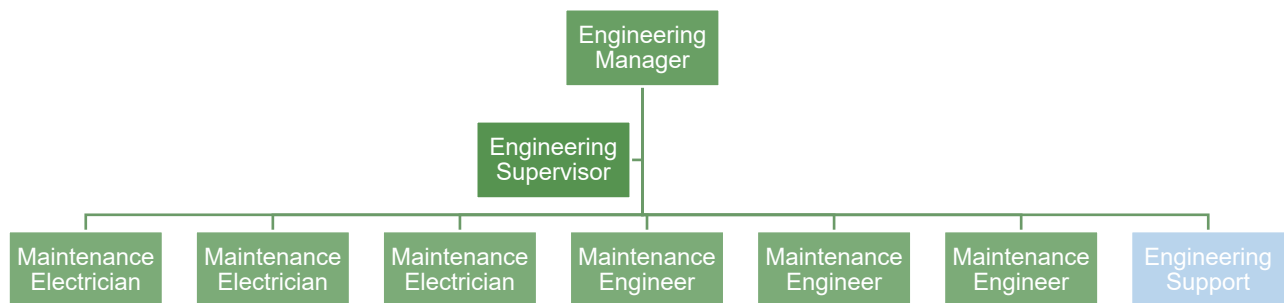
We get things right first time and take no shortcuts. Delivering quality, safe product consistently is our goal. We value expertise and work hard to maintain our high standards.



We love to find solutions and believe there's always a better way to do things. It is this spirit that built the business and will take it to the future.



Organisation Context



Role Purpose

Safely assist the engineering team with technical and practical tasks such as inspection, testing, repair, servicing, installing, maintenance and improvement of mechanical plant, machinery and equipment. The role supports the safe, reliable, and efficient operation of the site by carrying out planned and reactive maintenance activities under the support the engineering team, following company procedures, and contributing to continuous improvement initiatives.

KEY TASK	EXPECTATIONS
Follows our Culture	- Champions our culture, promotes & role models the values and behaviours at every opportunity. - Ensures that their work is undertaken ethically, safely, sustainably and with a quality focus. - Actively engages in development opportunities to support this. - Engages in health, safety, sustainability & quality initiatives and seeks continuous improvement. - Is compliant with relevant legislation and certifications, such as BRCGS, so as to meet legal and client requirements. - Assists in projects to reduce our impact on the environment. Is familiar with all relevant policies and procedures that support our Culture and compliance, understanding their roles and responsibilities that are described by these documents
Preventative Maintenance	- Assist with scheduled preventative maintenance (PM) activities on production equipment. - Complete equipment inspections, lubrication, cleaning, and routine servicing in accordance with maintenance schedules. - Assist with testing machinery and equipment to assess performance, identify faults and confirm equipment is operating as intended. - Identify and report equipment defects, wear, or potential failures to the engineering team.



Breakdown Support	– Assist maintenance engineers with mechanical and pneumatic breakdown repairs. – Safely isolate equipment and assist with returning equipment to service. – Replace worn or damaged components such as bearings, belts, chains, sensors, pneumatic fittings, and hoses as directed.
Equipment Maintenance	– Assist with the maintenance of conveyors, fillers, cappers, labellers, case packers, palletisers, pumps, motors, gearboxes, and associated plant equipment. – Support and assist the maintenance engineering team with mechanical assembly and disassembly tasks. – Support routine maintenance of air systems, water treatment equipment, and other site utilities.
Workshop Activities	– Maintain a clean, organised, and safe workshop and maintenance work areas. – Assist with fabrication, drilling, cutting, grinding, and other workshop tasks. – Prepare tools, materials, and spare parts required for maintenance activities.
Spare Parts and Stores	– Assist with identifying, collecting, and returning spare parts required for maintenance work. – Help maintain accurate spare parts inventory and report stock shortages. – Ensure tools and equipment are cleaned, maintained, and stored correctly after use.
Maintenance Team	– Build and maintain good relationships with staff and senior departmental Managers. – Ensure good communication with other engineering team members is first and foremost.
Suppliers and Contractors	– Monitor contractors' health & safety practices while on site and take action if unsafe work practices are observed.
Controls and Compliance	– Ensure company policies, practices, SOP's and controls are complied with. – Complete and maintain appropriate documentation. – Actively participate in the improvement and creation of SOP's within Engineering and Production – Contribute to and improve H&S policies and procedures where appropriate



Health and Safety All Team Members are required to observe safe work practices and rules relating to their work at all times, to ensure their own safety and that of others. In particular Team Members will:

- Use plant, equipment, vehicles and materials safely and in the manner intended.
- Comply with all legislation, training, information and any instruction given by their employer.
- Communicate health and safety issues or concerns directly with their employer.
- Report and control all hazards, accidents or safety incidents observed in the workplace immediately.
- Report any pain or discomfort as soon as possible.

Personal Development

- Ensure you remain contemporary in terms of your technical and industry knowledge and capability through research, reading and relevant training and development opportunities.
- Maintain a broad business and commercial perspective.
- Proactively identify methods to utilise this information for the benefit of the business.

Sustainability

- Take an active role in workplace health and safety including participating at meetings, training and other health and safety related activities when offered.
- Correctly use and store any Personal Protective Equipment (PPE) and safety devices provided by the employer.

Food Safety

- To follow the requirements of the site food safety and HACCP Plan. Knowledge of CCP's and training is required (For operations staff).
- Follow the requirements of food safety standards and certification standards, e.g. BRC Global Standard, WSMP, SWNZ and company policies and procedures.
- Ensure food safety, allergen and regulatory requirements are adhered to in all products.
- Carry out tasks in a hygienic manner that protects the products as per the hygiene policy

Quality & Legality

- Promote and foster a quality-oriented environment among staff, and quality consciousness within the organisation.
- Take responsibility for the quality of your own work and report any below standard inputs and outputs.
- Read, understand and adhere to the WineWorks Quality Policy
- To follow procedures pertaining to product legality, e.g. fill volume, traceability etc

Project work and Other duties as required

- Participate in engineering projects as required
- Flexible & willing to perform a variety of tasks.
- Willingly takes on additional tasks/responsibilities to assist the team and the client.
- Actively participates in matters/meetings affecting the business, their team or their department
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Required Qualifications & Experience

- Relevant trade qualification in engineering, or,
- A minimum of 3 years' relevant experience



Desired Experience

- Practical knowledge of welding and machining techniques would be an advantage
- Experience working in mechanical maintenance, engineering or manufacturing environment
- Experience supporting preventative maintenance programmes.
- Demonstrated ability to develop technical knowledge and apply practical engineering skills to plant and equipment.