**POSITION DESCRIPTION:**

**Apprentice Pump Technician**

**Department: Pump Rental Solutions**

**LOCATION:** Nationwide

**POSITION PURPOSE:** This role will be a workshop-based working on and repairing our diesel, surface mounted electrical and mechanical equipment within our busy hire branches.

**RESPONSIBLE TO: Branch Manager**

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| **REGULAR CONTACTS:** |  |  |  |
| Fleet Support Managers  Fleet Technical Support Engineers  Regional Operational Managers  SHEQ (Safety, Health, Environment and Quality) Team  Branch staff  All Departmental Managers  HR Team | | |

**MAIN RESPONSIBILITIES:**

* Meet targets related to your Apprenticeship and role performance agreed by your company appointed Mentor and attend all college, training, assessments, and progress reviews.
* Demonstrate active involvement in the design, build, assembly, and installation functions to develop a full understanding of company operations, systems, products, and equipment.
* Exhibit progress in learning from your peers and complete all assigned duties to an agreed expectation.
* Effectively undertake service and maintenance tasks to an agreed standard as directed by an experienced mentor.
* Show continued progress in the development of your knowledge on electrics, hydraulics, engines, and systems with the support of a dedicated mentor.
* Assisting with repairs of equipment and electrical faults by accurately identifying, analysing, and troubleshooting.
* Updating work logs and completing electrical test certification and other administrative duties including accurate record keeping in a timely manner.
* Accurately ordering replacement parts and equipment as needed within agreed timelines.
* Always demonstrate the Selwood values when representing Selwood Ltd, whether at work or whilst attending college.
* Interact and work collaboratively with all levels of Selwood staff to achieve all agreed outcomes.
* Demonstrate initiative and not wait for instruction when seeing something needs to be done whilst maintaining a methodical, attention to detail.
* Demonstrate a flexibility in understanding the requirements of all stakeholders to support the business whilst maintaining a safe environment for all.
* Comply with Company policies, rules, and procedures at all times.
* Comply with relevant legislation, regulations, and standards, including, but not limited to health, safety, environment, quality, and data protection, in respect of your role and employment with the Company.

The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company’s commercial activities require.

**Quality, Health, Safety, Environment**

* Understanding of all SHEQ requirements to uphold high levels of safety adhering to all safety legislation, ensuring staff and visitors are kept safe.
* Carry out all work to the standards required.
* Learn and adhere to Company systems, policies, and procedures.
* Demonstrate an understanding of relevant Company safe systems of work and carry out all tasks in line with these to minimise risk of harm to yourself and other personnel.
* Ensure any waste materials are appropriately and safely disposed of where relevant to your role and company procedures are followed.
* Ensure that work areas are always kept tidy to an agreed standard.

**QUALIFICATIONS & EXPERIENCE:**

**Essential**

* Minimum of 4 GCSE including Maths & English at Grade 4 – 9
* Learning Agility – knowing how to learn — knowing what to do when you don't know what to do. It's about learning from experience and applying it in new ways, adapting to new circumstances and opportunities.
* Ability to handle constructive feedback and guidance appropriately.
* Possess excellent interpersonal and communication skills, adapting your style and approach to meet the needs of your stakeholders whilst working well in a team.
* Understand and respect safety procedures to keep yourself and those around you safe.
* Must be ready to do overtime work if the need arises. (Over 18’s only)
* Be able to commit to college block release and reliably commute to work daily.

**Preferred**

* **Previous mechanical experience – not essential but a desire to learn this is needed.**
* **Enthusiasm and a willingness to work and learn.**
* **Understanding of SHEQ and its importance.**