**SELWOOD LTD**

**POSITION DESCRIPTION: Workshop Fitter**

**LOCATION:** Branch

**POSITION PURPOSE:** To service, repair and maintain the fleet of diesel pumps and a range of mechanical and non-mechanical ancillary equipment.

**RESPONSIBLE TO:** Foreman / Workshop Manager / Branch Manager

**RESPONSIBLE FOR: External** n/a

**Internal** Internal Mobile Fitters

Apprentice Pump Technician

Yard Staff

HGV Drivers

Hire Desk

Fleet Support Managers

Technical Support Engineer

**MAIN RESPONSIBILITIES:**

* Thoroughly inspect pump rental equipment after being returned from client hires and carry out any repairs to the equipment as needed / directed including any fault finding and diagnostic / investigative work where required.
* Perform preventative maintenance on equipment to ensure optimum operation of equipment when out on rental hires to minimise equipment downtime.
* Conduct regular servicing on pump rental fleet equipment as needed and directed.
* Ensure all work carried out is to manufacturer’s specifications and requirements and is carried out as effectively and efficiently as possible.
* Check all equipment for damage and ensure details are documented and notified to your Line Manager where needed.
* Identify recurring problems relating to individual, or groups of equipment and report to Line Manager.
* Proactively seek continuous modifications and improvements in regards to equipment and processes.
* Carry out all work in accordance with all Health, Safety and Environmental Regulations and requirements that Selwood adhere to including wearing relevant PPE at all applicable times.
* To be able to understand, interpret and work to the relevant instructions and technical information provided by your line manager, in accordance with manufacturers guidelines.
* Communicate regularly with immediate line manager and appropriate internal contacts on job requirements e.g. spares required, downtime and cause of failures.
* Ensure all necessary tasks on your tablet are completed accurately and submitted on time.
* Occasionally required to cover the ‘Mobile Fitter’ responsibilities during sickness or holiday period.
* Promote the Company at all times in a professional, customer-focussed manner.
* Maintain a clean and tidy work area and environment. Keep small tools and equipment in good condition, store in correct place when not in use, report defects to Line Manager.
* Carry out all given tasks as set out in The Company Policy procedures. Those applicable to be detailed by your Line Manager.
* Flexibility to support the team by working overtime as and when required by the business, this can include evenings and weekends.

*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.*

**QUALIFICATIONS & EXPERIENCE:**

* Educated to NVQ level 2 standard or equivalent in a mechanical discipline, ideally automotive engineering.
* Prior experience of working with diesel engines and/or industrial pumps an advantage.
* Strong diagnostic skills with the ability to find and fix faults effectively and efficiently.
* Proficient in using diagnostic equipment and industry standard hand and power tools.
* Excellent mechanical aptitude.
* Good attention to detail with a passion for delivering high quality workmanship.
* Good communication skills both written and verbal.
* A full UK driving licence due to the need to travel for this role on occasion.