**SELWOOD LTD**

**POSITION DESCRIPTION: Workshop Electrical Fitter**

**LOCATION:** Various

**POSITION PURPOSE:** To maintain and repair electrical surface mounted pumps, submersible pumps and ancillaries. To perform repairs, services, or preventative maintenance on equipment as directed by the manager, to the standards and timescales required.

**RESPONSIBLE TO:** Electrical Workshop Supervisor

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| **REGULAR CONTACTS:** | **External**  | CustomersContractorsSuppliers |
| **Internal** | Electrical Managers and SupervisorsMobile and Workshop ElectriciansInstallation Managers and TeamsSHEQ TeamFleet Support ManagersSales TeamsSolutions Director, Senior Solution Managers and Solution TeamsBranch ManagersAll Departmental ManagersRegional Operations Managers (ROM)  |

**MAIN RESPONSIBILITIES:**

* Maintain and repair electrical/mechanical pump sets within the hire fleet, as well as any customer units as required, to the required legislative standards.
* Produce reports and estimates to repair set units and advise on safety issues as necessary.
* Ensure necessary Risk Assessment/ Method Statements are documented and completed or adhered to. Ensure they are properly communicated to the Electrical Workshop Supervisor and followed.
* Acknowledge and adhere to Branch specific requirements specifically Health & Safety procedures.
* Be able to set out jobs from drawings and specifications and requisition the necessary installation materials.
* Be able to accept responsibility for the correct completion of jobs and, if required, supervise other operatives.
* Update relevant databases to ensuring accuracy of the information.
* Maintain excellent internal Customer relations by displaying politeness, respect and co-operation with Staff, Customers, and members of the public.
* Communicate accurately to your immediate line manager, work colleagues and customers regarding certain job specifications when required, e.g. ETA’s, missing and damaged items.
* Ensure branded work clothing is worn at all times and comply with all PPE requirements either by Selwood or specific customer site regulations.

**QUALIFICATIONS & EXPERIENCE:**

* Demonstrable experience working as a mechanical fitter in a similar industrial or commercial industry, preferably within a construction/utilities industry.
* Ability to read and interpret technical drawings and schematics and follow written instructions and processes with good hands-on installation/assembly skills.
* Good verbal and written communication skills.
* Proficient in using hand tools, power tools, and diagnostic equipment, and using them safely.
* Approach work and situations with a proactive positive attitude and using own initiative to problem solve and make decisions with safety, quality, efficiency, and the customer in mind.
* The ability to maintain a methodical, attention to detail approach.
* Excellent IT skills, including working knowledge of Microsoft package skills, including Outlook and Word.
* Team player with the ability to build effective working relationships, collaborating both within your team and across the organisations network to continuously improve processes.
* Accurate record keeping, ensuring attention to detail in all documentation required by the business.
* Adaptable and flexible to support the business to get the job done, understanding the requirements of all stakeholders, while working to the same high standards under pressure and maintaining a safe working environment for all.
* A strong understanding of all Health & Safety, Quality and Environmental requirements to uphold high levels of safety. Adhering to all safety legislation, ensuring staff and visitors are kept safe.
* A full UK driving licence, or alternative reliable method of transport to work.