

SELWOOD LTD POSITION DESCRIPTION:

Workshop Electrician

LOCATION:	Branch Dependant
POSITION PURPOSE:	<p>To complete post and pre hire assessments on our electrical fleet of pumps and control panels and all electrical equipment, including completion of electrical testing, inspection of pump wear parts and mechanical seals, and completing estimates and repairs for pump and control panels.</p> <p>This role plays a pivotal part in ensuring electrical pumps and control panels are safe and compliant with all required standards before they are released into the company's rental fleet.</p>
RESPONSIBLE TO:	Electrical Supervisor

REGULAR CONTACTS	External	Customers Contractors Suppliers
	Internal	Electrical Managers and Supervisors Mobile and Workshop Electricians Installation Managers and Teams SHEQ Team Fleet Support Managers Sales Teams Solutions Director, Senior Solution Managers and Solution Teams Branch Managers All Departmental Managers Regional Operational Managers (ROM) Central support functions i.e., HR, transport, IT

MAIN RESPONSIBILITIES:

- To repair and maintain all electrical/mechanical pump sets and electrical control panels i.e., Direct online to Inverter drive and ultrasonic level control and SelTank MCC units, within the hire fleet including customer units as required
 - Test, maintain, service and repair electrical/mechanical pump sets, plant, and site equipment within the hire fleet and also any customer units as required, safely, effectively, efficiently and to required legislative standards
 - Ensure all work performed is compliant with the National Working Rules for the Electrical Contracting Industry, the current I.E.E. Wiring Regulations for Electrical Installations, and the Construction Industry Safety Regulations.
 - Be familiar with and comply with all necessary Risk Assessment/ Method Statements, proactively supporting ongoing development updates and improvements and helping ensure these are fully documented, where required.
 - Be able to work from drawings, specifications, and wire diagrams to find faults and to complete any required wiring modifications when necessary
 - Produce reports and estimates to repair set units promptly and to required standards and using correct systems/methods
 - Update relevant company databases and keep accurate business records relevant to role, in line with agreed company standards
 - Proactively be familiar with and adhere at all times to company and branch specific health, safety and environment procedures and all other requirements, leading by example in
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adhering to these whilst work and when undertaking any work activity, to prevent and minimise risk of harm to self and others

- Promptly and accurately report near misses, unsafe practices, incidents, accidents, and quality issues using the Company's reporting systems
- Ensure that workspace, tools, and equipment are kept to a high standard both on and off site ensuring a clean safe working environment for all
- Understand and always promote the company Mission & Core Values, demonstrating required behaviours and company professional image at all times when interacting with colleagues at work, customers and other third parties, and continuously striving to improve self and service delivery through feedback and learning
- Communicate regularly, effectively, and professionally with your manager and all internal and external customers and stakeholders providing accurate information regarding business and customer requirements and expectations in timelines, quality and overall service levels, and smooth processing of documentation, to ensure optimal service delivery.
- Attend product training as and when required to maintain good product knowledge
- Carry out any other specific tasks commensurate with your role and within competency level, as detailed by your immediate line manager in accordance with the Company Policies and Procedures

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:

- ECS Gold Card – Installation or Maintenance Electrician
 - NVQ Level 3 in Electrical Installations or Electrical Maintenance
 - AM2 (Achievement measurement 2)
 - IEE Wiring Regulations 18th edition (BS7671 2008 (2011)) / current edition (not essential)
 - Demonstrable experience working as an electrician in similar industrial or commercial industry, preferably within a construction/utilities industry
 - Strong knowledge and understanding of electrical systems, circuits & electrical / mechanical components
 - A comprehensive understanding of electrical health and safety regulations with experience of working in an environment with strict health and safety regulations that must be adhered to
 - Ability to read and interpret technical drawings & 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. Maintain a methodical, attention to detail approach
 - Excellent IT skills including working knowledge of Microsoft package skills including Outlook and Word
 - Team player able 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 environment for all
 - Understanding of all SHEQ 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
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