**SELWOOD LTD**

**Workshop Electrical Panel Repair**

**LOCATION:** Electrical Repair Centre

**POSITION PURPOSE:** Tocomplete post and pre hire assessments on our electrical fleet of control panels, this includes completion of electrical testing, inspection of the control panel circuits and the operation of the control panel, completing estimates and repairs for control panels.

**RESPONSIBLE TO:** Electrical Workshop Supervisor

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| **REGULAR CONTACTS:** | **External** | Customers  Training coordinators  Contractors  Suppliers |
| **Internal** | Electrical Managers  Electrical Supervisors  Mobile Electricians  SHEQ Team  Fleet Support Managers  Sales Teams  Solutions Director, Senior Solution Managers and Solution Teams  All Departmental Managers  Operational Managers  HR Team |

**MAIN RESPONSIBILITIES:**

* To repair and maintain all electrical control panels from Direct online starters to Inverter drive starters and Programmable Logic Control, within the hire fleet including customer units as required.
* Produce reports and estimates to repair set units promptly and to required standards and using correct systems/methods and advise on safety issues as necessary.
* Using the relevant wiring diagram to fault find down to component level on control circuits.
* Inspect and identifying to power board level and replacing where necessary, product training will be provided
* Update all parameter files in the inverter control panels using inverter software and a laptop.
* Be able to set out jobs and work from drawings, specifications, and wire diagrams to find faults and to complete any required wiring modifications when necessary
* Be familiar with and comply with all necessary Risk Assessment/ Method Statements, proactively supporting updates and improvements and helping ensure these are fully documented
* To understand any/all branch specific SHEQ standards, procedures and safe systems of work, and lead by example in adhering to these whilst on site and when undertaking any work activity, to prevent and minimise risk of harm to self and others.
* Promptly report near misses, unsafe practices, incidents and accidents using the Company’s reporting system Assure
* Update any relevant company databases and keep accurate business records relevant to role, in line with agreed company standards.
* To attend product training as and when required.
* To communicate regularly and effectively with your manager and all internal and external customers and stakeholders regarding business and customer expectations in timelines, quality and overall service levels
* To understand and always promote the company Mission & Core Values, demonstrating required behaviours when interacting with colleagues at work, customers and other third parties and continuously striving to improve through feedback and learning
* 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.
* Depending on the need of the business you may also be required to take part on call outs and be on the rota either regularly or on the ad-hoc basis.

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:**

* Qualification in Electrical Installation or Maintenance or an Electrical panel building qualification.
* Experience working in control panel building or maintenance with a strong understanding of control panels.
* Strong understanding of Electrical Health and Safety regulations with experience working in an environment with strict health and safety regulations.
* Ability to read and interpret technical drawings & schematics and follow written instructions and processes with good hands-on installation/assembly skills.
* 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.
* Ability to work under pressure whilst managing and prioritising own workload.
* Ability and desire to learn with a willingness to adapt to new ways of working.
* Able to use own initiative to problem solve and make decisions, approaching work and situations with a proactive positive attitude
* 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 tosupport 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.
* A good level of computer literacy skills using Microsoft programs.