**SELWOOD LTD**

**POSITION DESCRIPTION: Production Electrician**

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** To complete electrical assemblies for internal and external Customers within recognised timescales, and to the required quality standard in preparation for next stage process testing.

**RESPONSIBLE TO:** Production Team Leader

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| **REGULAR CONTACTS:** | **Internal** | Pump Manufacturing team  Pump Sales team  Pump Manufacturing Engineering team |

**MAIN RESPONSIBILITIES:**

* Complete full electrical installation, including wiring looms, modem units, control panels to all production pump units, following work build instructions to the required standards.
* Complete electrical testing of the pump units prior to quality testing, ensuring they are complying with the manufacturing standards prior to sale.
* To carry out all work as directed by the Team Leader to the timescales required and in compliance with all relevant industry legal and regulatory standards and company SHEQ standards, procedures and safe systems of work.
* Follow method statements and standard operating procedures to ensure correct PPE is always worn, and SDS (Safety Data Sheets) including COSHH data sheets are always followed.
* Highlight any manufacturing defects during installation to the production management team.
* Ensure that any deviation from build procedures is made known to the Production Management team so that suitable corrective action can be carried out.
* Participate in continuous improvement activities to maximise output and quality.
* Maintain a high level of housekeeping to keep the working environment safe and tidy.
* Report any incidents, hazards, accidents or near misses on the Assure System and proactively contain the risk, if safe to do so.
* To attend product training as and when required.
* To complete any additional training or qualifications which may be relevant to this role.

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:**

* Electrical Installation 18th Edition
* NVQ level 3 in Electrical Installations including City and Guilds 2395 Electrical Test and Inspection.
* Demonstratable previous commercial electrical experience, preferably with a production or automotive background.
* 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.
* Good level of IT skills and ability to prepare and write detailed reports.
* Methodical approach with keen attention to detail, ensuring information accurate.
* Proven ability to plan and organise, problem solve and achieve results for self and the team.
* Confident clear communication skills, in all situations both internal and external.
* Establish cohesive working relationships with production stakeholders with effective communication and agreed common goals.
* Flexibility to support the team with working hours and completing overtime, as and when required by the business.
* Team player able to build effective working relationships, connecting and collaborating both within your team and across the organisations network, with those in similar roles.