**SELWOOD LTD**

**Apprentice Installation Electrician**

**LOCATION:** Various Branches

**POSITION PURPOSE:** To undertake a 4-year formal installation electrical apprenticeship at a local place of education and under company guidance, receive all the mentoring and coaching necessary to build knowledge, develop skills and gain experience to become a fully qualified Installation Electrician.

To maintain, install, service, and repair our electrical and mechanical equipment between branches and customers sites in a safe, professional, and efficient manner under the supervision of an electrical team. This role will be a site and workshop based role.

**RESPONSIBLE TO:** Electrical 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 Solutions Manager and Solution Teams  All Departmental Managers  Operational Managers  HR Team |

**MAIN RESPONSIBILITIES:**

* To attend college and undertake training, assessments, and progress reviews, including regular meetings with a Company appointed mentor, who will work with you to agree targets for your apprenticeship and role performance.
* To develop a sound knowledge and full understanding of Company operations, systems, products, equipment, and Risk Assessment / Method Statements through the active involvement in the installation function
* To learn relevant industry legal and regulatory standards, company SHEQ standards, procedures and safe systems of work and data protection rules, in respect of your role and employment with the Company
* To learn and understand any/all branch specific SHEQ standards, procedures, and safe systems of work, and adhere to these whilst on site and when undertaking any work activity, to prevent and minimise risk of harm to self and others.
* To promptly report near misses, unsafe practices, incidents, and accidents using theCompany’s reporting system Assure
* To learn and perform installation electrician duties, including interpreting wiring diagrams, completing electrical installations, identifying, analysing, troubleshooting, and assisting with repairs of equipment and electrical faults, other maintenance work and project specific work, based on your competence level.
* To order replacement parts and equipment as needed through the appropriate processes
* Handle equipment/parts in such a way to avoid unnecessary damage and as such unnecessary cost to the company and contribute to the financial strength of the company by operating in an efficient manner
* To update any relevant company databases and produce timely and accurate business records, including updating work logs, completing electrical test certification and other administrative duties as required
* To attend sites visits to assist the electrical team. Depending on the needs of the business you may also be required to work additional hours to perform your role and take part on call outs and be on the rota either regularly or on the ad-hoc basis.
* To communicate effectively and professionally with your manager and other internal and external customers and stakeholders at all times, proactively collaborating with others for the benefit of the business as a whole
* To learn, understand and always promote the company Mission & Core Values whilst demonstrating these behaviours, both physically and through personnel interactions, and to seek advice without delay where you are unsure of anything.

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 and commensurate with your role and level of competency.

**QUALIFICATIONS & EXPERIENCE:**

* 4 or 5 GCSEs at grades 9 to 4 (A\* to C), or equivalent, for a level 3 course or already completed Level 2 of the Diploma in Electrical Installation
* Hold a valid driving licence or have reliable transport being able and flexible to travel and when required
* Be self-motivated with a good work ethic, prepared to learn new skills and accept and use feedback as an opportunity to develop and grow
* Have good verbal and written communication skills
* Have a good work ethic, be punctual, reliable, and honest
* Be a team player and build effective working relationships
* Have good attention to detail and be able to work in a methodical way
* Be proactive, flexible, and adaptable to support business requirements working additional hours if required
* Demonstrate good initiative, have an analytical mind and an aptitude for problem solving
* Be able to read technical manuals, electrical drawings, and schematics