**SELWOOD LTD**

**POSITION DESCRIPTION: Labourer/Yardperson**

**BUSINESS UNIT:** Selwood: Pump Rental Solutions, Selwood Hire

**LOCATION:** Branch specific

**POSITION PURPOSE:** This role plays a vital role in supporting the daily operations of the pump hire branch. Assisting with the maintenance and repair of pumps, ensuring the cleanliness and good organisation of the yard. Providing support to the technical and sales teams as needed. Responsible for maintaining safe and clean site working conditions within the yard and workshops, ensuring the smooth operation of day-to-day activities.

**RESPONSIBLE TO:** Branch Manager / Workshop Manager / Foreman

**REGULAR CONTACTS:** **External** Customers

 Suppliers

**Internal** Installation and Electrical Managers

Installation and Electrical Teams

All Departmental Managers

Operational Managers

Client Services including all associated partners

All branch staff including:

Foreman

Fitters

Branch Manager

Drivers

Hire Administrators, Controllers and Manager

Labourers

Yardperson

Supervisors

Workshop Manager

**MAIN RESPONSIBILITIES:**

* Maintain excellent internal and external relations by displaying politeness, respect and co-operation with staff, customers, and members of the public or other road users alike. When on site act as an ambassador of Selwood Limited, promoting the Company brand, products and image.
* Ensure branded work clothing is worn at all times and comply with all personal protective equipment (PPE) requirements either by Selwood or specific customer site regulations.
* Communicate accurately to your supervisor, work colleagues and customers on job specifications when required e.g. estimated time of arrival, missing and damaged items, obtaining signatures and names when delivering/collecting.
* Keep the yard and workshops in a clean, tidy, and organised state at all times, ensuring equipment is accessible when needed.
* Assist with loading and unloading of vehicles, checking against paperwork, missing, damages and fuel charges.
* Assist with stock control including counting and organising parts and equipment in the warehouse ensuring sufficient stock levels to meet the demand of customers.
* Clean hire equipment prior to entry to workshop, using pressure/steam-cleaning equipment.
* Maintain hose and accessories storage, to include keeping a check on levels available.
* Test all lay flat hose, clean, roll, and clearly mark as to size and length of each roll.
* Assist fitting staff when required, with tasks as instructed, i.e. lifting, moving, both in the depot or on-site.
* Ensure all loading and unloading activity is carried out in a safe and efficient manner. All loads are to be positioned and secured safely and correctly to avoid overloading any of the axles and to avoid any possibility of the load moving during transit. This could include manual handling of hoses.

* Depending on the need of the business you may be required to take part on call outs and be on the rota either regularly or on an 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:**

**Essential**

* Full Clean UK driving licence (no more than 6 points).
* Over 21 years of age (for insurance purposes).
* Comfortable working in a fast-paced, high-pressure environment.
* Ability to act proactively whilst maintaining a methodical, organised, attention to detail approach.
* Excellent interpersonal and communication skills, with a confident and positive approach while engaging with internal and external stakeholders, including customers.
* Working knowledge of tablet devices, with the ability to check and input information.
* Able to lift heavy objects, work outdoors, and perform tasks that require significant physical effort.

**Preferred**

* Current Counterbalance Forklift truck licence is preferred, although not essential as training can be provided.
* Plant Loader/Securer certificate.
* Previous experience in a similar labour-intensive role is preferred but not essential. Experience in the pump hire or construction industry is a plus.