

SELWOOD LTD

POSITION DESCRIPTION:

Workshop Electrical Fitter

DEPARTMENT: Liverpool Sub Centre

LOCATION: Branch premises

POSITION PURPOSE: To maintain and repair electrical and mechanical equipment.

RESPONSIBLE TO: Electrical Asset and Support Manager

MAIN RESPONSIBILITIES:

Perform repairs, service or preventative maintenance on equipment as directed by the Manager to the standards and timescales required.

1. Maintain and repair electrical/mechanical pump sets within the hire fleet and also any customer units as required to the required legislative standards
2. Produce reports and estimates to repair set units and advise on safety issues as necessary.
3. Ensure necessary Risk Assessment/ Method Statements are documented and completed or adhered to. Ensure they are properly communicated and followed.
4. Acknowledge and adhere to Branch specific requirements specifically Health & Safety procedures.
5. Be able to set out jobs from drawings and specifications and requisition the necessary installation materials.
6. Be able to accept responsibility for the correct completion of jobs and, if required, supervise other operatives.
7. Update relevant databases to ensuring accuracy of the information.
8. Maintain excellent internal Customer relations by displaying politeness, respect and co-operation with Staff, Customers, and members of the public.
9. Communicate accurately to your immediate line manager, work colleagues and customers regarding certain job specifications when required, e.g. ETA's, missing and damaged items.
10. Ensure branded work clothing is worn at all times and comply with all PPE requirements either by Selwood or specific customer site regulations.

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12. Carry out any specific tasks 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.