Job Description

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| **Job Title** | Workshop Fitter |
| **Job Purpose** | The role of Workship Fitter is responsible for the mechanical and electrical assembling, servicing, and repairing of company products and equipment in line with high-quality company and product standards.  Responsible for the assemble, installation and maintenance of various components of water treatment systems, ensuring a safe and efficient work environment. This role is crucial in supporting our mission to deliver exemplary water treatment solutions to our clients. |
| **Business Unit/Dept** | Operations |
| **Reporting to** | Workshop Foreman or other nominated post |
| **Line Management Responsibility** | Yes  No – support role |
| **Budget Responsibility** | Yes  No |
| **Accountability Level**  *(service delivery performance, quality & safety of people & product/service, compliance with rules, standards and legislation, continuous improvement, reporting and strategy)* | Individual level  Team or function supervisory / management level Department management level  Senior management / company level |
| **1. ESSENTIAL DUTIES AND RESPONSIBILITIES**  *The basic, important duties to be performed in the role* | |
| **General**   * Prepare, assemble, test and service company products and equipment in a safe, efficient, and effective way and to company, client and industry standards. * Diagnose faults and perform repairs on pumps, valves, piping, and other mechanical and electrical components. * Using Azure to report fabrication faults, hazards and near misses in a timely manner. * Identify opportunities for process or product improvement and submit proposals to enhance product functionality, workshop operations, and customer experience. * Inspect products and equipment for damage or defects as and when required to ensure equipment is operating efficiently and safely. * Operate Fork-lifts if required to deploy and store equipment, where trained, qualified, and competent to do so. * Read and interpret technical drawings, schematics, and manuals. * Collaborate with engineers and other team members to resolve technical issues. * Ensure administration and paperwork is completed accurately, in full and on time. This may include flow rate tests, control panel tests and unit check sheets. * Maintain accurate records of maintenance and repair work, including parts used and time spent. * Keep tools and equipment in good working conditions and stored in the correct place when not in use. Promptly reporting any defects to your line manager. * Maintain a clean, tidy, and organised work area at all times to minimise hazards and reserve a safe and pleasant working environment. * Adhere to all safety regulations and company policies to ensure a safe working environment. * Provide technical support and training to junior staff as needed. * Provide support and absence cover to other yard and/or workshop roles when needed. * Provide ad hoc assistance to field engineers with client site installation or delivery of products and equipment in the UK, if required. | |

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| **Safety, Health, Quality Environment (SHQE)**  Be familiar with, adhere to at all times and proactively participate in the ongoing improvement of Company SHQE policies, risk assessments and safe systems of work.  Always demonstrate positive SHQE behaviours, perform work within level of competency and promptly report near misses, incidents, accidents and product and process non-conformities.  **People**  Be a team player, be proactive and collaborative and maintain good communications with your manager and colleagues.  **Clients**  Promote the Company in a professional and customer-focused manner, dealing promptly with requests for support or assistance.  **Financial**  Operate in an efficient an effective manner to achieve work deadlines and department and company goals and targets.  Handle products, equipment, and parts in such a way to avoid unnecessary damage and cost to the company and re-use fittings and parts that are still viable and safe.  The main responsibilities are outlined about. This is not a definitive list, and other tasks/activities may be necessary, commensurate with this position and within level of competency, as Company commercial and operational activities require. |
| **2. KNOWLEDGE**  *Information, facts, and practical understanding of required subject areas for role* |
| * Demonstrable experience in mechanical and/or electrical assembly and engineering. * Keen interest in troubleshooting and resolving electrical and mechanical issues promptly. * Understanding of all SHQE requirements to uphold high levels of safety adhering to all safety legislation, ensuring staff and visitors are kept safe. * Advantageous but not essential: Knowledge of electrical systems, circuits, and mechanical components. |
| **3. SKILLS**  *Areas of ability and task or activity competency to perform role successfully* |
| Ability to read and accurately interpret technical instructions, information, drawings, and processes.   * Proficient use of hand tools, power tools and diagnostic equipment typically used in a workshop environment. * Ability to act proactively and be forward thinking whilst maintaining a methodical, attention to detail approach. * Ability to collaborate with engineers and other team members to improve assembly processes and product designs.   Ability to respond well and work to the same standards when under pressure.  Able to problem solve both simple and more complex issues to identify and resolve defects. |
| **4. EXPERIENCE AND CERTIFICATIONS**  *Level of time, involvement in, training and/or exposure to gain required experience in the role and or/subject area, and evidence of this* |
| * Demonstrable experience working as a Workshop Fitter or similar role. * A basic level of sound practical judgement and knowledge.   Advantageous but no essential:   * Forklift licence. * NVQ Level 2/3 in mechanical/electrical engineering, plant maintenance or equivalent (desirable but not essential) |
| **5. PERSONAL QUALITIES** |

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| *General disposition / personal characteristics, work ethic, and moral values.* |
| * High level of integrity - honest, reliable, and dependable. * Good work ethic, team player and cares about safety. * Respectful of others and has pride in own work. Resourceful, adaptable, and able to learn quickly. * Resilient under pressure. * Must be physically fit and able to operate tools and vehicles. * Willingness and ability to work in outdoor weather conditions when needed. |