

Job Specification - Heavy Plant Service and Maintenance Fitter

Department: Workshop

Location: Ipswich

Reports to: Workshop Foreman

General Purpose

Carry out service, maintenance and repair of the company's and customer's plant, working in a safe and efficient manner in accordance with relevant regulations.

Key Tasks and Responsibilities

Roles and responsibilities of a workshop fitter, this list is not exhaustive and is subject to change as and when required to suit the company's requirements in order to meet customer and contractual requirements. It is not in a list of highest priority.

- *Preparation and testing of plant for sales/hire within the workshop.*
- *Servicing of plant for sales/hire within the workshop.*
- *Repair of plant for sales/hire within the workshop.*
- *Following instruction set out in, and completion of works orders and general paperwork promptly*
- *Booking out and recording of spare parts used*
- *Working overtime as and when required.*
- *Potentially visiting sites to carry out this work.*
- *Reporting to the Workshop Foreman for the following*
 - *Allocation of tasks*
 - *Highlighting/updating progress and any problems or issues arising*
- *Working in a safe manner and adhering to any company guidelines, limitations or requirements set either by our Risk Assessments and Method Statements or Government (HSE) Regulations*
- *Completing or attending training courses as required by the Company*
- *Maintaining a tidy workplace during and after tasks carried out*
- *Using Company (shared) tooling and plant as designed, following relevant RAMS and returning after use*
- *General responsibilities as set out in the Staff Handbook,*
 - *Clocking in/out.*
 - *Completing timesheets etc.*
- *Use of Company vehicles as per rules of the road and Company Driver's Policy*

- *Pre-use checks*
 - *No driving under the influence of drugs/alcohol*
 - *Adhering to speed limits etc.*
 - *Reporting of accidents and near misses as per Company Policy*
 - *Understand and operate in line with the company's quality management system*
 - *Understand and operate in line with the company's environmental management system*
 - *Understand and operate in line with the company's health and safety objectives*
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Working Conditions

This role is workshop based so must adhere to all workshop risk assessments and wear PPE as required, PPE is supplied by Watson and Hillhouse. Standard working hours are Monday to Thursday 08:00 to 16:30 Friday 08:00 – 15:30 but overtime is necessary as and when required in order for the company to meet its obligations to customers. This role is also hourly paid and part of the workshop bonus schemes.
