

Job Specification Template (Workshop Apprentice)

Department: Workshop

Location: Ipswich

Reports to: Operations Manager

General Purpose

To shadow a qualified fitter gaining knowledge and an understanding of all aspects of maintenance, repair, service and preparation of the construction plant Watson & Hillhouse offers. To attend training courses as required building up the required skills and knowledge as expected progressing into a fully qualified fitter following the successful completion of the apprenticeship program.

Our Values

Our values are very important to us. We trust our staff to do the right thing and look for people whose values are aligned to ours:

Professional

- *Our staff will lead with passion, act professionally, showing respect for our customers, our stakeholders and each other.*
- *They will act with empathy, integrity and honesty, showing enthusiasm and sincerity for the work that they do.*

Accountable

- *Our staff will take pride in responsibility and be accountable for delivering on promises.*
- *They will own issues and learn from mistakes.*

Collaborative

- *Our staff will work as one team, breaking down silos between departments to deliver the best services we can.*
- *They will constructively challenge, listen, be supportive of their colleagues, acting as role models for others.*

Evolving

- *Our staff will strive to continually improve, being agile, and comfortable with change.*
- *They will take the initiative to get better every day, being curious, bold and ambitious for themselves and the business.*

Key Tasks and Responsibilities

This is an overview of task and responsibilities for the apprentice role.

To shadow a qualified member of the workshop team, watching, listening and learning the core tasks below:

- *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*

Other general key tasks and responsibilities:

- *Working overtime as and when required in line with statutory regulations.*
- *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*
- *To attend training courses as required, showing a willingness to learn, ask questions and absorb the information. Completing tasks set by college to the required level by the deadline given.*
- *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.*
- *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.*

Working Conditions

The role is workshop based with a working week normally of 39 hours. Monday – Thursday 08:00 - 16:30 and Friday 08:00 - 15:30. Block release training periods must be attended as per the training provider's schedule. This role is hourly paid on a weekly basis.
