

<b>Job Title</b>	<b>Technician (Workshops)</b>
<b>Department</b>	<b>Workshops</b>
<b>Reports to</b>	<b>Workshop FLM</b>
<b>Grade</b>	<b>Industrial Level 6 – Industrial Technician</b>
<b>Purpose &amp; Overview</b>	<p>To undertake supervisory duties associated with direct labour and contractor teams engaged in all workshop activities.</p> <p>To undertake Health, safety &amp; environmental supervisory duties for specific workshop locations, when there's no FLM presence.</p> <p>Provide the necessary technical support and motivation to the workshops craftsperson's and operatives, to maximise efficiency and cost effectiveness of activities associated with the planning and maintenance of all portable plant within WWU.</p> <p>To assist in the Annual Maintenance Program of tools and equipment, ensuring operational and customer service standards are always met, whilst working closely with the workshops FLM's and key stake holders to deliver all agreed service levels and contribute to overall operational performance.</p> <p>To assist with the completion of all compliance and test records, to ensure they are accurate and kept up to date through our IT systems and processes.</p> <p>To work closely with the workshops management team, to make sure a uniformed approach is met with all Health, Safety &amp; Environmental instructions, IT systems and work processes &amp; procedures.</p> <p>To make sure that best practice is always met with maintenance and compliance tasks on all maintainable company owned and hired tools and equipment.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>▪ Carry out all work on Portable Equipment safely and cost effectively, keeping up to date with current technical and industry standards and future developments which may be of an individual specialist nature, as a team leader or as a co-ordinator of a number of teams/ individuals.</li> <li>▪ Carry out maintenance, modification, repair, and calibration work in accordance with appropriate policies, procedures, and statutory requirements to ensure optimum technical performance and reliability of equipment.</li> <li>▪ In carrying out these duties, the job holder shall comply with the Health &amp; Safety at Work Act 1974 by taking reasonable care to ensure the health and safety of him/herself and others.</li> <li>▪ Oversee activities carried out by Contractors/Direct Labour where necessary and appropriate. Take a lead role in workshop safety and promote good workshop practices.</li> <li>▪ Lead role for all inspection and record keeping duties on lifting equipment, in line with PUWER regulations.</li> <li>▪ To assist or complete all NSM HS&amp;E tasks and paperwork.</li> <li>▪ Oversee &amp; control the whereabouts of exchanged tools and equipment, through the AMP &amp; fault / exchange process.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Supervisory level of organisation and sign off of annual maintenance plan and fault process.</li> <li>▪ Supervise tasks with the workshop IT systems (EQUIP &amp; TOOLBOX).</li> <li>▪ Prepare reports and provide information, guidance and advice to Operational managers and workshop staff.</li> <li>▪ Help control the end-to-end processes with our third-party contractors on tasks such as, certification record keeping, booking in &amp; out of WWU assets, updating paperwork &amp; electronic databases, request price quotations for new and replacement equipment requests.</li> <li>▪ Undertake and oversee the control of all new equipment, including recording stock levels, processing equipment requests, and logging the shipment of equipment across WWU.</li> <li>▪ Control the return of all old equipment. Assets it's condition, updating of records (Capex plan and Onedata).</li> <li>▪ Arrange for the disposal of equipment via the agreed processes.</li> <li>▪ Work within and promote the philosophy of team working and development across all activities in order to achieve business objectives and improve performance, assist in any training requirements and act as a technical support for all Mechanical plant.</li> <li>▪ Ensure robust measures are in place for material/tools and equipment security, to include stock audits.</li> <li>▪ Work within and promote the company's priorities and values and mission statement.</li> <li>• encourage safe team working across all Wales &amp; West Utilities workshop activities.</li> </ul>
<b>Technical Know-How &amp; Skills</b>	<p><b>Qualifications Required:</b></p> <ul style="list-style-type: none"> <li>• BTec National certificate or NVQ level 3 or equivalent.</li> <li>• Assessed as competent against qualification/competency matrix.</li> <li>• Valid current driving licence.</li> </ul> <p><b>Technical Competencies:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of appropriate legislation, policy, procedures and an understanding of Wales &amp; West Utilities operations.</li> </ul> <p><b>Specific Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 3 years relevant experience within a workshop environment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Must have very good knowledge of PUWER, &amp; LOLER regulations.</li> <li>• Must be able to operate in a supervisory role.</li> <li>• Must be competent with the workshops IT maintenance systems and databases (inc Excel).</li> </ul> <p><b>* A generic set of behavioural competencies will be provided for each grade.</b></p>
<b>HSE Obligations</b>	<p>To undertake Health, safety &amp; environmental supervisory duties for specific workshop locations, when there's no FLM presence.</p> <p>To Complete periodic HS&amp;E audits when required – in line with the company's policies and procedures.</p> <p>The job holder shall conform with all HS&amp;E policies and comply with employee responsibilities listed in the WWU HS&amp;E mission Statement.</p> <p>To make sure that best health and safety practices are always met and benchmark against leading industry standards with maintenance and compliance activities.</p> <p>To meet the company's key environmental targets and measures.</p> <p>To manage all compliance and test records are accurate and kept up to date through our IT systems and processes.</p> <p>Knowledge of and be able to demonstrate appropriate codes of practice, engineering instructions, workshop safety and statutory regulations.</p>