

# Job Profile

## 1. Post

<b>Post:</b>	<b>Electro Mechanical Fitter</b>		
<b>Department:</b>	Electro Mechanical		
<b>Hours of work:</b>	40+ You will be required to work a reasonable amount of overtime as dictated by the needs of the business.		
<b>Shift Pattern:</b>	Positions are available on the following shift patterns:- Days (8am – 4.30pm) Days/Noons (6am – 2pm & 1pm – 9pm) Night Shift (10pm – 6am)		
<b>Salary:</b>	Negotiable Dependant on experience and shift pattern	<b>Start Date:</b>	November 2011
<b>Overtime Rate:</b>	£20.00 per hour (fixed rate)	<b>Call Out Rate:</b>	£85.00 (fixed per call out)
<b>Holidays:</b>	25 days plus statutory holidays	<b>Other Benefits:</b>	Pension Scheme Life Assurance Company Sick Pay Scheme

## 2. Supervisory responsibilities/position in structure

<b>Responsible to:</b>	Electro Mechanical Workshop Manager
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## 3. Main function of job (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)

Test, inspect, evaluate, dismantle, repair and reassemble AC and DC motors, gearboxes, fans and pumps. Examine all parts for cracks, wear, and rubbing, broken or out of tolerances for specific parameters. Remove bearings from shafts and/or housings; examine bearings, shafts and other moving parts for excessive wear or defects. Assemble, light run and load test.

Work closely with the Workshop Manager to ensure that all working activities are carried out in a cost effective, efficient manner in accordance with company policies and procedures

#### 4. Main duties (brief description)

Duties/Responsibilities
<ul style="list-style-type: none"> <li>■ Fault finding</li> <li>■ Dismantling and assessment</li> <li>■ Repair and test</li> <li>■ Documentation of findings, work required, spare parts, materials and labour</li> <li>■ Make maximum effective use of equipment ensuring that it is maintained in good working order</li> <li>■ Employ good house keeping practices to increase efficiency and avoid accidents</li> <li>■ Communicating with all members of staff and as and where required suppliers &amp; customers</li> </ul>

#### 5. Requirements to carry out job

Essential or desirable requirement – please indicate against each heading	E	D
<b>Qualifications/education required:</b>		
Qualifications by experience	Yes	
A successful track record within the repair industry	Yes	
City & Guilds Mechanical Engineering		Yes
Cit & Guilds Electrical Principles		Yes
Computer literate		Yes
Driving Licence		Yes
<b>Competencies required:</b>		
Knowledge of AC & DC Motors	Yes	
Knowledge of Gearboxes and Pumps	Yes	
Background in diagnosis, fault finding and repair		Yes
Ability to interpret drawings and diagrams		Yes
<b>Specialist training required:</b>		
Repair & Overhaul of EX certified products		Yes
Co-ordinating measuring equipment		Yes

Personal characteristics required:		
Self motivation and the ability to manage your own workload Flexibility Common sense and initiative Analytical mind Possess a co-operative attitude towards seniors and fellow workers		

### 6. Special terms

<b>Special conditions e.g. working with hazardous substances, equipment, animals:</b>	Compliance with COSHH Regulations
<b>Working in different locations:</b>	Due to the nature of the company's business you may be required to work at other locations, and on clients premises as reasonably requested by the company

This list is by no means exhaustive and it is a condition of your employment that other tasks are carried out in conjunction with this when needed and/or asked, to ensure the effective smooth running of the department and ultimately, Company.