

Job Specification Template (Outworker)

Department: On-Site/Workshop

Location: Ipswich or Warrington

Reports to: Customer Support & HSE Manager/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

Workshop Fitter duties remain including but not limited to;

Roles and responsibilities of an Outworker, 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.*
- *Reporting to the Workshop Foreman (when in the yard) 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 and reporting defects*
- *No driving under the influence of drugs/alcohol*
- *Leaving vehicles with adequate fuel and clean and tidy*
- *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*

Additional Duties/Responsibilities;

- *Liaise with the Customer Support & HSE Manager on availability, on-site progress or issues and job completion*
- *Complete all on-site job cards gaining customer signature*
- *Obtain customer signature on any relevant advice or receipt notes*
- *Maintain a clean and presentable Company van*
- *Ensure van stock is maintained and replenished as required*
- *Have a positive and customer service focused attitude when representing the Company on site*
- *Follow Company policies in relation to fuel and credit cards were required*
 - *Obtain receipts and hand in when required*
 - *Complete monthly forms as required*

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.
