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| Job Profile | | |
| Job Title: | | Mechanical Fitter |
| Department/Location: | | Operations |
| Reports to: | | Production Supervisor |
| Hours of work: | | 40 hours per week - Mon – Fri 08.30 – 17.00 (1/2 Hr. for lunch) |
| **Summary of Position**:  To work as part of a dedicated team to build mechanical systems and equipment from detailed  Engineering drawings. | | |
| Duties and Responsibilities – Machine Builds | | |
| 1 | Construction of mechanical systems and equipment to concise engineering drawings and  Production timescales. | |
| 2 | Fault-finding and diagnostics of mechanical equipment. | |
| 3 | To adhere to the company policies and procedures. | |
| 4 | Build Control  • Monitor progress of build against required delivery dates  • Where necessary report on builds not up to progress and request assistance  • Report component shortages  • Continuously monitor part delivery and quality | |
| 5 | Project Support  •Test equipment under the supervision of the Project Engineer and recording equipment data  •Supervise contract staff in line with company standards e.g. Health and Safety  •Ensuring that, tools and equipment are maintained in a clean, complete and safe condition. | |
| 6 | Work area cleanliness and tidiness | |
| 7 | Performing demonstrations, as required | |
| 8 | Installation of systems and equipment at customer locations, worldwide. | |
| 9 | Perform installation, commissioning and service duties as required, on or off-site, international or offshore | |

**Note:** This job profile is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process.

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| Personal Specification | | | | | | | |
|  | | **Essential** | | **Desirable** | | | |
| Qualifications & Training | | City & Guilds mechanical qualification / Mechanical apprentice trained. | |  | | | |
| Experience | | • Ability to demonstrate proven experience of mechanical equipment assembly.  • Fault-finding and diagnostics of mechanical equipment, both as part of a team or Individually.  • Have sound knowledge of mechanical manufacturing processes. | |  | | | |
| Qualities and Attitude | | • Self-motivated and able to use initiative in prioritizing tasks.  • Keen to accept responsibility and accountability.  • Professional manner, able to represent the company to a high standard.  • Good communication skills.  • Self-driven for progressive and continued learning and development. | | • Ability to travel worldwide.  • Full driving license. | | | |
| Prepared By | | | | | | | |
| Name: | Richard Austin | | | | Date: | 10/09/2017 |  |
| Title and/or Department: | | | Operations Director | | | | |