###### PHS compliance logo

###### JOB DESCRIPTION

**JOB TITLE:**  **PORTABLE APPLIANCE TEST OPERATIVE**

**REPORTING TO:** Regional Operations Manager

 Whilst on site you will respond directly to the Lead Operative’s Instructions where applicable.

**MINIMUM EXPERIENCE:** No direct experience required but the job holder must be at ease with, understand and respect electrical systems and aware of, and understand the Health and Safety Umbrella Legislation

**QUALIFICATIONS:** None required as full training will be provided at PHS Compliance head office training centre over five days during which time regular competency assessments will be carried out

**ESSENTIAL:** Full UK driving license that adheres to the PHS group transport policy

To be able to work away from home or weekends from time to time and to be available for possible evening work

To be aware that irregular working hours, travel and working away from home is a requirement of the job.

To have access to the internet to be able to submit reports

To be aware that the role can be physically demanding

To meet the requirements of an enhanced criminal records disclosure. A person’s criminal record will not, in itself, prevent that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. All cases will be examined on an individual basis.

To be able to communicate effectively with clients and colleagues.

To demonstrate an understanding and acceptance of equality and diversity in the workplace.

**RESPONSIBILITIES:**

1. To carry out work programmes in line with Planning Manager/Lead Operative’s instructions and PHS Compliance Procedure P04
2. To adhere to all test procedures in accordance with IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment and PHS Compliance Ltd Procedures.
3. To represent the Company in a professional manner, particularly when on customer’s premises in terms of dress, attitude and work practices.
4. To be punctual and prepared to work in accordance with work schedules. To notify Head Office of any absences before 8.30am on the day.
5. To safeguard test equipment issued by PHS Compliance Ltd. Do not leave test equipment unattended on site or in your vehicle at any time.
6. To ensure that all equipment your test machine is in calibration date and in good working condition.
7. To ensure your vehicle is insured and kept in a state of roadworthiness.
8. To complete and submit all paperwork weekly, on time and accurately.
9. To seek opportunities to introduce the Company’s products/services to existing and/or potential customers.
10. To work a minimum of 40 hours a week on site aiming to achieve a pre-determined number of tests per week
11. To adhere to all Health & Safety at Work Regulations, Risk Assessments, PHS Compliance Health & Safety Policies

**EXTENT OF AUTHORITY:**

To report to management any gross negligence of duty displayed by any Lead Operative/Supervisor or colleague, including unsafe work practices/materials/equipment.

To report any breach of the company’s Equal Opportunities Policies by work colleagues to a Director.

To recommend to Lead Operative/Supervisor/Management any ways in which we can better serve our Customers. To have unhindered access to Management to discuss personal matters, grievances and all other confidential matters.

**SIGNED BY JOB HOLDER**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNED BY COMPANY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_