### JOB DESCRIPTION

**JOB TITLE: Wastekit Warehouse Engineer**

## DIVISION: PHS Wastekit

#### IMMEDIATE SUPERVISOR: Operations Centre Manager

### MAIN PURPOSE OF JOB:

To complete pre-delivery inspections (PDI’s) on machinery prior to installation. Support field-based activities by preparing machines ready for collection. Service and maintain stock of machines stored at our Smethwick depot to ensure the reliability and condition of the machines is preserved. To affect repairs and corrective actions required found from the quality checks. Support field operations with local repairs, installations, and service. To support warehouse activities at the request from senior leadership team and ensure environmental and safety standards are maintained in line with PHS’s procedures and policies. At times you may be requested to deliver or collect machines from customers sites with either a trailer or a 7.5ton tail lift lorry. Training will be provided where necessary.

### KEY TASKS:

* Complete PDI’s upon request.
* Upkeep the condition of machines stored at Smethwick.
* Cover field service requirements when required which could mean nights away from home.
* Support warehouse activities.
* Maintain building security which will include being a key holder, being registered on the alarm system, unlocking, and locking up the building.
* Support housekeeping, safety, and security of the premises.
* Be appointed person for first aid, fire marshal, and RoES.
* Prepare and maintain demo area for site visits and set up machines as requested by leadership team.
* To follow all reasonable requests from senior leadership team.

**Records and Documentation**

* To liaise with the Operational Leadership to ensure priorities are managed efficiently and effectively.
* To complete all paperwork clearly according to the company procedures, accurately recording information on the Job-sheets (used parts, new and refurb).
* To maintain and use company issued equipment and vehicles in a safe manner.
* Ensure correct uniform is worn and kept in clean condition and always use PPE when it is required.
* Work towards targets set by the Operational Leadership team.
* To maintain confidentiality and use discretion always.
* To attend training courses as agreed with your manager.

**Technical skills**

* Shall have good fault-finding and diagnostic skills.
* To be able to understand hydraulic and electrical circuit diagrams.
* Will be able to show and apply sound knowledge of mechanical, electrical, and hydraulic principles.
* Be able to use and understand various electrical and hydraulic test equipment.
* To pass on any technical knowledge that may help other engineers.
* Use good engineering practice and standards always.
* Update engineering knowledge when able.
* Always use cost effective but safe measures to carry out tasks.
* Can work with the minimum of supervision.

### Health, Safety and Environmental Responsibilities

* To comply with the Company Health and Safety Policy and that of Customers when at their sites.
* Adhere to Risk Assessment, Method Statements and Safe Systems of Work
* To carry out all operations and activities in the prescribed and safe manner.
* Use the correct tools and equipment for the operation including any relevant safety equipment or protective clothing.
* Report any defects in tools or protective clothing immediately.
* Avoid improvising or taking short cuts, which would entail unauthorised or unnecessary risks.
* Maintain a clean and tidy working area and vehicle.
* Report all accidents, near misses and incidents promptly in the prescribed manner.
* Suggest ways of eliminating or reducing hazards.
* Co-operate with accident/incident investigations to prevent reoccurrence.
* Always have a personal concern for your own safety, that of your colleagues and customers
* Set a personal example.
* Comply with all PHS Health, Safety and Environmental Procedures
* Dispose of any waste product or parts as per company procedures

**Desirable Knowledge and Qualifications.**

* Able to operate forklift truck.
* C1 driving license.
* Ideally from a service engineering/electrical, hydraulic, or mechanical workshop background. With an ability to demonstrate the skill of fault finding.
* Electrical and/or mechanical engineering qualifications.
* Competent in the use of electrical and hydraulic test equipment.
* A sound knowledge of single and three phase electrical equipment and hydraulic circuits.