

Job Specification

1. Post

Post:	Service Engineer
Ref:	GPL /GP029
Salary:	Dependent on experience / competitive

2. Supervisory Responsibilities / Position in Structure

Responsible To:	Service 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)

- To support the Service Department in the repair and maintenance of hire fleet and customers equipment
- To ensure a high quality of service and equipment
- Ensure complete customer satisfaction

4. Main Duties (Brief description)

- Carry out planned service and maintenance work on both hire fleet and customers equipment
- Fault location, diagnosis and rectification to hire fleet and customers equipment
- Preparation of equipment for hire
- Installation and disconnection of equipment on site. (Synchronising where appropriate)
- Installation and commissioning of power to temporary site accommodation. (Wiring in where appropriate)
- Loading and unloading of vehicles
- Carry out duties on call out rota system
- Carry out general housekeeping to ensure work areas are tidy
- Completion and submission of all company paperwork as per procedure
- Safeguard all Company assets; nothing leaves the depot without correct paperwork

- Ensure company vehicle or occasional loan vehicle supplied, is kept clean and tidy at all times, serviced within manufacturer’s guideline, and ensure any defects are notified to correct parties and rectified in a timely manner
- Promote teamwork and co-operation at all times, both within individual depots and right across the entire Generator Power Group of Companies
- Treat all other employees and all our customers professionally and with respect
- Always act in the best interests of any of the Generator Power Group of Companies, and not to carry out (or fail to carry out) any action that would bring the company into disrepute
- Always work in a responsible manner to ensure safe working practices. Follow Health Safety Quality and Environmental guidelines provided by the company - currently ISO 9001:14001 and OHSAS 18001 procedures, including all future notifications
- Proactively contribute to the company’s policy of continuous improvement
- Carry out any reasonable ad-hoc duties requested by your direct Line Manager or the Management Team

5. Requirements to Carry Out Job

Essential or Desirable Requirement (E / D)	Essential	Desirable
Qualifications Required:		
<ul style="list-style-type: none"> • GCSEs or equivalent • Any plant / mechanical qualifications • Fork lift truck licence 	E E	D
Experience / Skills Required:		
<ul style="list-style-type: none"> • Experience on generators / plant equipment / heavy engineering (or similar) 	E	
Specialist Training Required:		
N/A		
Personal Characteristics / Attributes Required:		
<ul style="list-style-type: none"> • Must be flexible as the job may involve unsociable hours • Good communication skills and the ability to connect naturally with people • Work well on own initiative and as part of a team • Ability to ensure the work gets done in a timely and effective manner • Ability to follow Company policy and procedures • Ability to understand and implement written and verbal instruction • Self-motivation 	E E E E E E E	

Head Office
Generator Power Limited
Foxbridge Way
Normanton Ind. Estate
Normanton
West Yorkshire
WF6 1TW

Telephone
+44 (0) 1924 220055
Facsimile
+44 (0) 1924 220066

Emergency 24hr Hotline
0845 601 2187
Website
www.generator-power.co.uk

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Power**

6. Special Terms

Special conditions e.g. working with hazardous substances, equipment, animals etc.:	N/A
Working in different locations:	The Company reserves the right to require you to work at a different location to meet the operational needs of the business.
If you are interested in the above position, please send a copy of your CV to:	vacancies@generator-power.co.uk

