JOB DESCRIPTION

A. Electrical or Mechanical Fitter
B. International and Offshore Commissioning Fitter
C. Lead Fitter

Modular Job Description

A. Electrical or Mechanical Fitter and all other roles:
(Fitter Reports to Workshop Manager)

Responsible for:
Building of Units in the workshop to drawings and specifications supplied

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

Maintain project trolleys
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.

Be responsible for
• build logistics
• storage of large parts
• storage of consumables
• Work area cleanliness and tidiness

Maintenance of equipment in accordance with QC standards

Other Duties
• Performing demonstrations, as required
• Perform installation, commissioning and service duties as required, on or off-site, international or offshore

Attend training courses as required to maintain proper certification for duties.

All permanent Fitters are employed on the basis that they will undertake off shore and international assignments for which the necessary training will be provided. Once trained for such assignments the following paragraph (B) will apply:

Additional for:
B. International and Offshore Commissioning Fitter Role
(Reports to Lead Fitter or Workshop Team Leader)

Perform commissioning and service duties, on-site, off-site, internationally or offshore.
Maintain the proper certification and qualifications to permit the above.

Additional for:
C. Lead Fitter Role
(Reports to Workshop Manager or E&I Manager)

To manage & work with the Workshop Build Team.
Take an active part in the building of units in the workshop to drawings and specifications supplied.
To determine & allocate resources to ensure that projects are completed efficiently within pre-determined time-scales.
To ensure that build quality is consistent with Calder quality requirements.

Testing of equipment under the supervision of the Project Engineer and recording equipment data.

Supervise Team and contract staff in line with company standards e.g. Health and Safety.

Ensure that the workshop is maintained in a clean and safe condition.
Ensure that the Team’s tools and equipment are maintained in a clean, complete and safe condition.
The skills, competencies and experience that best fit the roles are:

**Mechanical Fitter**
- Full mechanical engineering apprenticeship
- Recognised practical qualifications
- Experience in build of diesel engine / electric motor driven pump units
- Extensive experience in a project build environment
- Knowledge of High Pressure pumps and diesel systems
- Maturity and engineering practicality

**Electrical Fitter**
- You should have **experience of**: Panel Wiring and machine electrical fitting
- Working from electrical drawings
- Mechanical rotating plant
- Experience in Ex equipment preferred but not essential

You should have a **working knowledge of**:
- The Electricity at work regulations and be able to carry out isolations
- All relevant H&S regulations and safe systems of work to ensure compliance for a small site

**Additional for:**
**Commissioning Role:**
- Comfortable with international and off shore work related travel
- Comfortable with working away from main base for extended periods
- Ability to manage and prioritise own workload
- Experience and ability to work remotely and on own initiative
- Certified, qualified, fit and competent for offshore working

**Additional for:**
**Team Leader**
- Experience of managing highly skilled and technically competent teams directly and remotely
- Aware of safety and quality issues & ability to advise and enforce
- Ability to manage own and team workload, set priorities, and resolve conflicting demands
- Able to mentor and develop team members to maximum potential
- Able to apply Personal Development Reviews and set development priorities, including training requirements

**For all roles:**
- You must also:
  - Be aware of safety issues
  - Be aware of Quality Systems and working within a small company
  - Be capable of reporting verbally and in writing
  - Have good health and level of general fitness
  - Hold a full clean car driving licence
  - Be IT literate
  - Be proficient with Microsoft Office packages
  - Be available for international travel

And, you will need to:
- Hold a recognised City and Guilds qualification as a minimum
- Have served a full electrical or mechanical apprenticeship
- Be committed to continuous improvement of skills and behaviours
- Be a constructive and integrated member of a production team

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