

# JOB DESCRIPTION

**Job Title:** Electrical technician / junior electrical technician

**Department:** Electrical

**Reporting to:** Supervisor

**Job Purpose:** Manufacture and test, wiring harness assemblies

## **Key responsibilities:**

- To carry out hands on work competently and with times laid down by Production Supervisor or senior technician in line with the codes of practice provided.
- To ensure all departmental paperwork and procedures are carried out were applicable for work completed.
- To attend internal and external training courses as directed by management.
- To advise the Production Supervisor or Engineers of any additional work or problems found during the work being undertaken enabling delivery targets to be met.
- To keep the workshop in a clean, safe and tidy condition at all times.
- To be prepared to work extra hours at short or even no notice if requested by the Senior Technician or Production Supervisor.
- To ensure all harnesses and equipment are handled in a safe and careful manner to prevent damage to personnel and property, reporting to the Production Supervisor or Senior Technicians if replacements are required.
- To develop skill levels in all aspects of harness building, including methods used by external clients.
- To act in a professional manner while representing the Company at the factory or on events and to be personally well presented while at work or on an event in line with the company clothing policy.
- To attend weekly meetings and bi-annually Personnel Achievement Meetings.

- To bring to the attention of management any improvements that could improve production or service offered by the Department.
- To carry out other duties as requested by Management as the needs of the business may from time to time dictate.
- To adopt safe working practises at all times in compliance with Health and Safety regulations and Company policy, drawing the attention of the Production Supervisor or Management staff any maters of concern relating to the safety of equipment or safety procedures.