



JOB DESCRIPTION

Job Title:	Workshop Production Support – Grade 1
Department/Cost Centre /Location:	Sutton Workshop 0485
Company / Division:	Mitchell Powersystems
Reporting to:	Department Supervisor
Main job purpose:	Support general duties within the service department and help maintain a safe standard of environment to allow for the smooth running of the department

KEY DUTIES AND RESPONSIBILITIES:

Technical

- The role will involve the safe handling, disassemble, cleaning and inspection of dirty and used components from engines, transmissions, axles, and transfer cases, to the high standards demanded of an OEM distributorship
- Painting, palletising and shipping of completed units as required
- Sweeping, mopping and cleaning of floors in your department
- Complete any required training and development where required
- Be available to drive to maintain the movement of material back and forth to subcontractors
- Support the business by passing and holding a current FLT license for yard maintenance and the flow of material
- You will be expected to support other workshop activities as and when required and you may be required to make yourself available for overtime from time to time

Compliance

- Ensure full compliance with company Quality Management System

Operational Efficiency

- Complete all required works within agreed timescales
- Demonstrate excellent time management ensuring jobs are prioritised effectively
- Provide suggestions to improve operational efficiency
- Attend team meetings and actively contribute to discussions

QHSE

- Test and evaluation of completed units to ensure customer satisfaction in line with company ISO9001, ISO14001 & ISO45001 policies
- Complete regular online and hands on training ensuring QHSE knowledge is at required level
- Proactively report QHSE concerns using internal systems or via your line manager
- To ensure that good time keeping, housekeeping and high standards of work are maintained at all times.
- To carry out work in accordance with the rules, regulations and health & safety requirements as set out in the company employee's handbook.

Commercial

- As a representative of the company you will always be required to maintain a professional approach to your work.



KEY MEASURES AND METRICS:

- Achieve productivity %
- Housekeeping standards
- Safety observations raised

SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Hold a past Mechanical working experience
- Have a methodical approach to work and demonstrate high level of attention to detail
- Ability to work under pressure and strict deadlines
- Good communication skills and the ability to work on your own initiative
- Be an effective team player
- Proficient in the use of IT

LINES OF COMMUNICATION:

- Service Supervisor
- Other Service Personnel
- Parts Staff

LEVELS OF AUTHORITY:

- Workshop Production Support have responsibility for the jobs for which they are assigned and have the necessary authority to make decisions relating to the successful completion of those jobs

This Job Description should be read in conjunction with the Operation Procedures, Quality Procedures, Work Instructions, Health & Safety Manual, and associated documentation. Copies of these documents are available from your Line Manager.

Signature: _____

(Employee)

Date: _____

Signature: _____

(Manager)

Date: _____