**Job Holder:**  Assistant Technician

**Reports to:**

**Location:**  Tyseley Depot

**Safety Status:**  Non Safety Critical

1. **Job Purpose**

Work to instructions and carrying out the servicing, maintenance, repair and modification of traction units within competence to laid down standards by West Midlands Trains. Keep the workshop areas clean and tidy, carry out stores procedures and manage materials and tools around the depot.

1. **Principle Accountabilities**
   1. Carry out designated aspects of servicing, maintenance and repair work as directed to VMI MP and other written specifications, to include enhanced daily checks, lights and other duties as required
   2. Holders of necessary documentation for operation of power plant machinery to include forklift trucks, cherry pickers and reach trucks etc.
   3. Assist Technicians as required in all aspects of servicing, maintenance, exam, modification and repair work as required.
   4. Cab front cleaning and under frame cleaning as required
   5. Accompany Technicians as required to Call Outs.
   6. Ensure the accurate completion of work records to include the generation of, completion of and sign off of work as complete and compile records of all work done in accordance with local instructions, to include use of any electronic Maintenance Management System. If required compile technical reports relating to work carried out.
   7. Adhering to Stores Procedures when using material. and to ensure cost effective use of said materials to include use of any electronic Maintenance Management System
   8. Comply to ensure good housekeeping is carried out whilst working ensuring work areas are tidy and clean during and on completion of work. To assist in maintaining the work areas in a clean and safe condition.
   9. Ensure compliance with processes and procedures in respect of the Health and Safety, Quality and Environmental Management Systems.
   10. Drive company road vehicles as required in the execution of duties.
   11. Participate in the Winterisation of the site as required
   12. Maintain stock holdings and materials provision on site as required, to include materials management activities such as stock takes, PI counts, receipt of materials, return of dirty and repairable components, carry out browser filling etc
   13. Cleaning and labouring duties for all areas as required
   14. Ensure compliance with processes and procedures in respect of the Safety, Quality and Environmental Management.

**3. Experience, Knowledge, Qualifications and Training**

3.1 Previous engineering experience in a similar activity.

3.2 Certification in powered plant for example forklift trucks and Reach Trucks.

3.3 Road Vehicle driving licence required and authority to drive Railway Service vehicles.

3.4 PTS trained where appropriate

3.5 Emergency First Aid trained

3.6 Knowledge of materials management and handling

3.7 Lifting and slinging trained

3.8 Manual Handling

**4 Additional Information**

4.1 Medical Fitness Levels apply to this Job as manual and physical dexterity are required.

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| **Post Holder :** |  | **SAFETY CRITICAL POST** | |
| **Signature :** |  | **Date** |  |
| **Authorised by :** |  | **Date** |  |
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