

# Job Description

<b>Job Holder:</b>	Production Technician
<b>Location:</b>	Birmingham New Street and Outstations
<b>Reports to:</b>	Depot Manager
<b>Grade:</b>	Production Technician
<b>Safety Status:</b>	Safety Critical

**Date version agreed:**

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## Job Purpose

To work independently or in a group in order to carry out the maintenance, repair, overhaul and modification of West Midlands Trains and contracted TOC's rolling stock, whilst doing this to laid down specifications in order to provide reliable and available units to operate the train service of West Midlands Trains and its customers

## Principle Accountabilities

- To attend to the servicing, maintenance, repair, overhaul and modification of traction and rolling stock.
- Carry out planned preventative maintenance on rolling stock to laid down specifications.
- To at all times ensure compliance with local, company and industry safety procedures and regulations including local operating and depot protection procedures.
- To where competent attend to In Service Failures and undertake the duties of Designated Person as required.
- To apply depot protection for self and others, and to where required act as Designated Person ensuring that a safe system of work is in place for self, other fleet staff, contractors, visitors, passengers, public and train crew.
- 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.
- 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.
- To ride units in service to gain insight into unit condition as required or directed.
- 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 Technician areas in a clean and safe condition.

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- Ensure compliance with processes and procedures in respect of the Health and Safety, Quality and Environmental Management Systems.
- Drive company road vehicles as required in the execution of duties.
- Where applicable instruct new entrants, apprentices, contractors and visitors, on maintenance procedures, act as mentors as required.
- Operate powered plant equipment as required.
- Make recommendations to management and technical staff that lead to the improvement of technical documentation, tooling or other work practices that would lead to improved productivity/efficiency, greater safety or higher fleet reliability. (an example would be making recommendation on improvement to VMIs or on updating level checks).
- Where required due to workload carry out other tasks as directed where competent to do so.

## **Experience, Knowledge, Qualifications and Training**

- Completed appropriate apprenticeship or hold relevant qualifications in electrical / mechanical engineering as specified by current company policy.
- Knowledge of West Midlands Trains maintained rolling stock (be prepared to undertake appropriate training).
- Road Vehicle driving licence and authority to drive Railway Service vehicles.
- Emergency First Aid (Compulsory)
- PTS / Designated Person Trained (if required)
- Power Plant equipment trained
- PC / IT literate (Job specific training provided)
- E2 Competent
- Some specific additional skills in this grade group i.e. Lathe Operator, Welder, Carriage repairer/painter

## **Additional Information**

Experience of all types of West Midlands Trains rolling stock attended to at locations of work. (be prepared to undertake appropriate training).

Knowledge of communication and reporting lines for vehicles requiring maintenance/repair. (i.e. the role of Maintenance control etc)

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Safety critically assessed.

Basic communication skills both written, oral and aural.

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

## 10. Sign off (Safety Critical Post)

**Job Holder:**..... **Date:**.....

**Manager:**..... **Date:**.....

## Nominated Deputies

If this is a KEY SAFETY POST (2D is "checked") a Nominated Deputy must be identified. The job holder must ensure that the Nominated Deputy receives a copy of, and is briefed on, this Job Description.

### Job title of

**Nominated Deputy:** .....

**Name of Nominated Deputy:** .....

**Signature of Nominated Deputy:** .....

**Date:** .....

As the Nominated Deputy for this post, I confirm that I have been briefed on the requirements of this job. If there are more Nominated Deputies they should sign further copies of this Job Description.

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## **Safety & Environmental Safety Responsibility Statement**

It is the line manager's responsibility to ensure that the post holder is fully briefed and responsibilities are clearly understood by the post holder.

This statement must be amended and accepted:

1. Wherever responsibilities are changed;
2. In response to an accident or incident;
3. In response to external changes to Health and Safety and Environmental Legislation; *and/or*
4. Following annual review.

## **General Responsibilities**

Overarching Safety and Environmental Responsibilities are as follows:

1. You must take reasonable care for your own health and safety and of persons who may be affected by your acts or omissions at work;
2. You must co-operate on matters regarding safety and health;
3. You must not interfere with anything provided in the interest of health and safety – for example override safety features of equipment;
4. You must follow the training you have received when using any work items your employer has given you;
5. Tell someone (your employer, supervisor or health and safety representative) if you think the work or inadequate precautions are putting anyone's health and safety at serious risk;
6. You must support the business in achieving its objectives laid out in its latest Environment & Energy Policy.

Further Safety and Responsibilities that apply to all West Midland Trains employees are set out below, in sections which correspond with the West Midland Trains Safety Management system.

You must take reasonable care for your own health and safety, and of persons who may be affected by your acts or omissions at work.

### **1. Policy, Leadership and Resourcing**

- a. You must understand and comply with the Refusal to work on the grounds of health and safety policy.
- b. You are responsible for attending the following safety and / or environmental related meetings:  
E.g. Sustainability Action Group, SEMG  
  
List meetings here  
  
 None apply
- c. You must comply with the West Midland Trains policy on the use of mobile phones when driving on company business.

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## **2. Employee training**

- a. You must attend the necessary safety and/or environment training courses within 3 months of appointment (or as soon as practicable thereafter).

## **3. Planned Inspections**

- a. You must comply with the procedures which exist to remedy substandard acts and conditions found in the workplace.

## **4. Accident and incident investigation**

- a. You must ensure that all personal accidents and near misses are reported to your supervisor or Control as detailed on the health and safety notice board.
- b. You must ensure that all personal accidents are reported and investigated as detailed in the Accident/Incident Reporting and Investigation standard.

## **5. Emergency planning and Security**

- a. When working at static locations you must ensure that you understand the local emergency plan at each location at which you are required to work. Local emergency plans are detailed on safety notice boards.
- b. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.
- c.
- d. You must understand and comply with your obligations regarding security checks, suspect packages, bomb threats and explosions as detailed in the West Midland Trains Occupational Standards Manual.

## **6. Rules Competencies, Permits and Licences**

- a. You will receive an assessment of competence in the rules, regulations and instructions which apply to your post. The initial and subsequent assessments will be given by qualified trainers/assessors. Competence processes will lead to certification. You must ensure that you maintain your own competence in rules, regulations and instructions for the post that you hold.
- b. You must be in possession of the necessary publications, as detailed by your manager or supervisor before you take up your post.
- c. You may be required to drive motor vehicles owned, hired, or leased by West Midland Trains. You must not do so unless in possession of a valid license appropriate to the vehicle being driven. You must be insured to use that vehicle and fully comply with the Authority to Drive procedures, carrying the appropriate authority card.

## **7. Communications**

- a. You must ensure that you attend regular briefings which cover safety and environmental issues.
- b. You must attend any local job induction training session on your first day at a new location.

## **8. Auditing and safety Check**

- a. You must ensure that substandard conditions found by you in West Midland Trains workplaces are reported to the appropriate line manager or Control without delay.

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- b. You must ensure that any practices undertaken that do not align to current policies or standards are reported to your Line Manager or Control without delay.

## 9. Promotion of Environment & Safety Issues

- a. You must ensure that you are aware of the location and are familiar with the contents of the safety and environment notice board.

## 10. Health Controls

- a. You must understand and comply with the alcohol and drugs policy as detailed in OCC-205 Alcohol and Drugs and other policy documents.
- b. You must understand and comply with the standard for Control Of Substances Hazardous to Health (COSHH).
- c. You must understand and comply with the standard for Control of Asbestos.
- d. You must understand and comply with company standards for management of cases of occupational ill health.
- e. You must understand and comply with the standard for Staff Care and Support System (SCASS).

## 11. Personal Protective Equipment (PPE)

- a. You are responsible for wearing the required PPE as directed by the local manager or supervisor when visiting locations where it is required.
- b. You will be issued with PPE on a personal basis.

## 12. Purchasing, Procurement and Management of Contractors

- a. You must understand and comply with the company standards for purchasing, procurement and stores provision as produced by the Head of Procurement.
- b. You must understand and comply with the company standard for managing contractors.

## 13. Environment

- a. Where your role has an impact on the Environment you must ensure that you are familiar with the contents of all relevant Environmental standards, including but not limited to the Environmental & Energy Management System Manual.

## Specific Responsibilities

Your specific safety and environmental responsibilities are set out below, in sections which correspond with the West Midland Trains safety management system.

## Safety Responsibility Statement Acceptance

I acknowledge the receipt of the job description and statement of the safety and environment responsibilities associated with my post. I understand these responsibilities, which have been explained to me. Training needs have been identified and agreed.

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Signed:		Job title:	
Name:		Location:	
Date:			

I have explained the Safety and Environmental Responsibilities associated with the role of *(insert role title)* to the role holder and am satisfied that they understand these responsibilities. Training needs have been identified and timescales for such training have been identified.

Signed:		Job title:	
Name:		Location:	
Date:			

## Review

This statement will be reviewed annually.

Date Due:                      Date Reviewed :                      Post Holder Signature:                      Line Manager Signature:

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