



Unit 5 Ashville Way, Wokingham, RG41 2PL



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# NEW ROLE

## WORKSHOP TECHNICIAN

### OVERVIEW

As a key member of our workshop team, you will assist the Workshop Lead with daily operations, ensuring efficient processes are in place to maintain and service our electrical equipment. A significant part of your role will involve conducting Portable Appliance Testing (PAT) on all relevant electrical items, contributing to the safety and reliability of our assets.

The successful delivery of our services are dependent upon the workshop ensuring that all equipment is in good working order, available and prepped according to internal processes, load lists, client demands and schedules.

As a workshop technician you will carry out tasks such as: repair, testing and maintenance of all equipment, preparation and de-prep of equipment for projects.

You will help to enforce our Health and Safety policy within the workshop and wider premises; this includes all staff and visitors to the business.

### POSITION WITHIN THE ORGANISATION

Reports to:	Workshop Lead
Responsible for:	Equipment Maintenance
Budget responsibilities:	N/A
Line management:	N/A

### DUTIES AND KEY RESPONSIBILITIES

#### WORKSHOP

- Conduct PAT testing and carry out regular equipment testing to ensure safety and compliance.



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- Hands on preparation of equipment – stage, light, sound, video, power and rigging
- Liaising with manufacturers and suppliers with any regular issues experienced with equipment and analysing faults in order to improve company service, utilising systems to keep track of assets, spare parts and warranties.
- Coordinating with suppliers to order parts and keep up to date with relevant training.
- Ensuring all equipment is kept clean, maintained and well presented.
- Ensuring workspaces are kept in clean and orderly condition.
- A proactive approach to work duties and time management.
- Ability to work under pressure and to deadlines. Hands on preparation of equipment.
- Adhering to company Health and Safety policy.
- Ensure all assets are correctly tagged and labelled.

## GOALS AND TARGETS

- Ensure efficient processing of equipment requiring repair to maximize stock availability.
- Accurately identify, asset tag, and record new equipment to be added to inventory.
- Participate in scheduled maintenance of equipment, including routine tasks like gobo swaps.
- Regularly tidy the workshop to keep equipment categorised on the inventory management system and maintain an organised work environment.
- Engage in self-development, collaborating with the wider team to enhance technical skills and competence in more specialised tasks.

## YOUR HIGH FIVES

A list of key priorities in order of importance to the business.

1. Testing and scheduled maintenance of equipment and accurate recording of relevant information.
2. Ensuring equipment which needs repair is processed in a timely fashion using available means to keep the maximum qty of stock available any time.
3. Making sure new equipment is properly identified, asset tagged and recorded to be added to stock.



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4. Regularly tidying the workshop ensuring all equipment is identified on HH as in repair and clearly labelled plus general tidiness of work environment and supplies.
5. Self development assisted by wider team to increase technical knowledge and competence in more technical tasks.

All other elements of job description to be self-prioritised

The above is not an exhaustive list and you may be required to undertake other duties required by the businesses.

Job descriptions and roles will be reviewed annually by the Company Directors as part of our employee performance review process.