



Unit 5 Ashville Way, Wokingham, RG41 2PL



0800 024 1234



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NEW ROLE

PAT TESTING TECHNICIAN

OVERVIEW

As a key member of our workshop team, you will assist the Workshop Team 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 PAT Testing Technician you will be responsible for performing visual and electronic tests on a wide range of cable and electrical devices. Ensuring all tests are accurately logged using the companies systems.

You ideally are certified in PAT Testing (City & Guilds 2377 or equivalent), have hands-on experience conducting PAT Tests and are able to work both independently and collaboratively in a high-paced operational environment. You should have Basic IT Skills and be comfortable entering data into asset tracking systems.

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



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DUTIES AND KEY RESPONSIBILITIES

WORKSHOP

- Conduct PAT testing and carry out regular equipment testing to ensure safety and compliance.
- Keeping accurate records of all inspections and test results using the company's systems.
- Reporting and quarantining of unsafe or damaged equipment and working with the PAT Test Manager to resolve issues promptly.
- Under supervision, carry out repairs to power cables where faults are identified.
- 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.
- Assist wider workshop team with asset management ensuring all equipment is correctly tagged and logged on the asset system (Hirehop)
- Adhering to company Health and Safety policy.

GOALS AND TARGETS

- Ensure all power cables and electrical items are PAT Tested as required.
- 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.
- Engage in self-development, collaborating with the wider team to enhance technical skills and competence in more specialised tasks.



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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 quantity of stock available any time.
3. Making sure new equipment is properly identified, asset tagged and recorded to be added to stock.
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.