



Role Title	Workshop Technician			
Job Family	Property and Construction	Sub Category	Skilled Trade (Wood)	Grade TPB3
Behaviours	<ul style="list-style-type: none"> Managing a Quality Service 	<ul style="list-style-type: none"> Delivering at Pace 	<ul style="list-style-type: none"> Making Effective Decisions 	
Purpose	Apply proven techniques and procedures to the solution of practical engineering problems to produce bespoke products (Wood)			

Key Accountabilities

- Produce bespoke products to set designs, liaising with customers to ensure delivery within SLA requirement
- Comply with all relevant risk assessments and safe systems of work
- Comply with Health & Safety policy & procedures set by FCDO Services & HSE, and complete daily H&S inspections to ensure safe working; maintain a tidy workshop environment
- Assist with planned and preventative maintenance of workshop machinery
- Maintain tooling and stock levels
- Develop technical skills outside own area of expertise that will benefit FCDO Services
- Give and receive feedback as a participant of the Task Assessment and Performance Development Review
- Assist with research and development into potential future products and services
- Task manage and supervise apprentices and identify areas for their development as required
- Maintain own professional development and expertise to support the whole of the Production Unit as required
- Maintain BAU throughput of workshops to set deadlines i.e. packing crate manufacture.

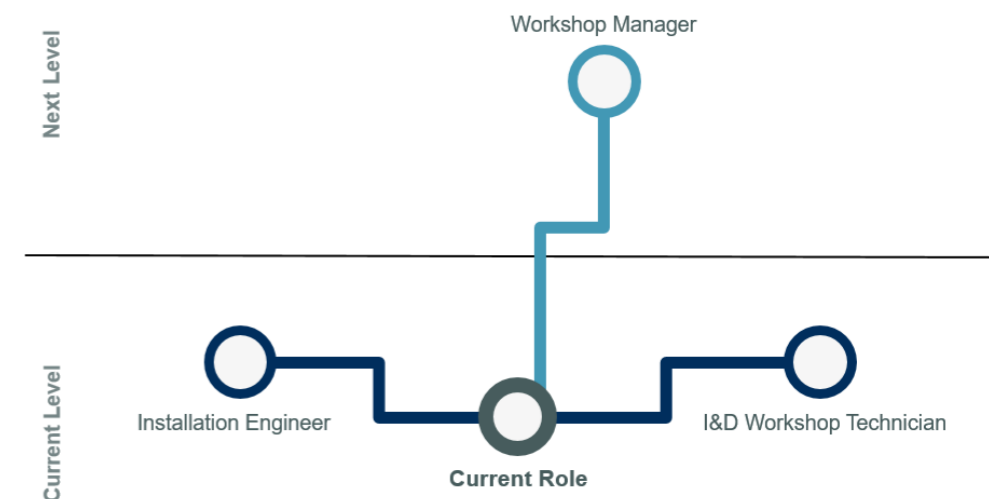
Authority and Scope

- Ensure products and services delivered meet agreed standards and are delivered on time and within budget
- Allocate and record expenditure against correct project codes and update task/project documentation
- Ensure work is carried out safely, efficiently, in line with FCDO Services policy
- Ensure all relevant Health & Safety regulations are observed
- As required, work across different workshops to deal with peaks in demand

Internal and External Communications

- Stakeholders and customers to deliver services to agreed time, cost and quality
- Production management to promote services and products provided

Potential Next Career Moves



Skills

- Applied woodwork and/or metalwork and/or electronics
- Powered Access Vehicles*
- High risk manual handling*
- Interpret professional/technical documents

Qualifications, Knowledge and Experience

Essential

- Level 2 qualification in Carpentry and Joinery, or Metalwork, or Electronics, or equivalent experience
- Knowledge of workshop H&S and relevant Machine Safety Regulations, Machinery Safe Use Approved Codes of Practice (ACOP - HSE 1998 PUWER)
- Workshop machine specific training (safe use and operation)
- Able to interpret engineering drawings, standards and specifications
- Experience working and communicating effectively as part of a team

Desirable

- Previous experience in a similar role
- Experience in a range of engineering, machining and fitting operations
- Trained in High Risk Manual Handling
- Trained in the safe use of Powered Access Vehicles (Counterbalance Fork Lift Truck, Reach FLT, and Pallet Stacker)
- Trained First Aider
- Trained Fire Warden