

JOB DESCRIPTION

JOB TITLE	Apprentice Engineer
APPRENTICESHIP STANDARD	Level 3 Maintenance and Operations Engineer https://www.instituteforapprenticeships.org/apprenticeship-standards/maintenance-and-operations-engineering-technician-v1-1
DIRECT MANAGER'S JOB TITLE:	Engineering Supervisor / Regional Operations Manager
BUSINESS UNIT/ DEPARTMENT:	Operations
DATE OF COMPLETION:	August 2021
EMPLOYEE NAME:	
HOURS OF WORK	40 per week
SALARY	Above the National Minimum wage dependent on apprentice age.
HOLIDAY ENTITLEMENT	20 days annual leave

1 MAIN PURPOSE OF JOB AND COMPANY OVERVIEW

To undertake an apprenticeship leading to a nationally recognised qualification whilst working as part of the team to ensure that the rental of pumps and accessories is done in an effective manner in line with company performance targets.

Pioneer Pump hire, sell, manufacture, service, repair and install pumps and ancillary pumping equipment for Industrial, Construction and Quarry Companies.

2 POSITION IN ORGANISATION

Apprentice based at the Pioneer Pump Solutions Depot reporting to the Regional Operational Manager.

4 SUPERVISORY RESPONSIBILITIES & LIMITS OF AUTHORITY

N/A

5 PRE-ENTRY EDUCATION / EXPERIENCE LEVEL

Personal attributes:

- Have a "can do" attitude to completing the required training and work within the Depot.
- Confident communicator who enjoys the challenge of contributing to a busy operations team.
- To be polite and co-operative with staff and customers.
- To understand and follow instructions from the PPS Engineering Team.
- Work well to deadlines and accurately under pressure, while remaining calm and positive.

- Strong interpersonal skills and a willingness to learn.

Education:

- To have GCSE (or equivalent) Maths and English Language Grade C or above.

Experience:

- To have an awareness of manual handling techniques.
- An awareness of Health and Safety and Environmental legislation.
- To be Computer literate with a good working knowledge of Microsoft office products.

6 TASKS & KEY RESPONSIBILITIES

Task	Responsibilities	Time
Engineering Tasks	<ul style="list-style-type: none"> • To comply with all PPE requirements and maintain a safe working environment for yourself and others around you. • To achieve personal training targets as agreed with the Regional Operations Manager and College. • To follow instruction and adhere to existing working practices, methods, procedures. • Undertake relevant training and development activities and respond positively to new and alternative systems. • To assist in conducting routine inspections, diagnosing equipment defects and repair. • To complete all documentation applicable to the task. • Assist with general duties within the Depot when colleagues are out on deliveries or collections as advised by Regional Operations Manager. • To clean hire equipment prior to entry to the workshop, using pressure washer/steam cleaning equipment. • To assist with stocktakes, product identification and re-ordering. • To assist in keeping the yard and workshops clean and tidy. 	80%
General administrative duties	<ul style="list-style-type: none"> • Undertake general administrative tasks as required to support the operations of the Depot. 	20%

7 VALIDATION

Employee Signature:	Date:
Line Manager Signature:	Date: