

**CLARKE CHAPMAN MANUFACTURING DIVISION**  
**JOB DESCRIPTION**

Job Title:	Electrical Fitter		Level:	CCG.JD 2021/06 issue 1 – April 2021
Report to:	Line Management:	Assembly Business Manager	Functional Management:	Assembly Business Manager
Job Description:	<ul style="list-style-type: none"> <li>• Undertake at our Gateshead site the assembly of Electrical Components and wiring into Sub-Assembly and or Final Assembly of a range of Materials Handling products including Overhead Cranes, Offshore Cranes, Rail-Borne Plant Maintenance equipment in both new build and repair/refurbishment of existing equipment.</li> <li>• Control panel building including panel component layout using schematics.</li> <li>• Undertake work when requested at any remote site or depot including nuclear facilities and overnight stays.</li> <li>• Work appropriate shift patterns/overtime as required to ensure satisfactory completion of projects.</li> <li>• Any other duties within the postholders capabilities and as directed by line management.</li> </ul>			
Key Accountabilities:	<ul style="list-style-type: none"> <li>• Will achieve the required quality/conformance to build standard as set out in the Contract Drawing/Assembly Procedure/Quality documentation always striving to use best practice.</li> <li>• Will work as an individual or as a member of a team undertaking duties as specified by line supervision.</li> <li>• Will work in a safe manner ensuring compliance to Health &amp; Safety regulations and within the framework of local risk assessments/COSHH procedures taking into account personal and colleagues safety at all times.</li> </ul>			
Education & Qualifications:	<ul style="list-style-type: none"> <li>• Minimum time served with NVQ Level 3 Diploma in relevant discipline or equivalent.</li> <li>• 18<sup>th</sup> Edition IET wiring Regulations.</li> <li>• Must have a valid CPCS Card or equivalent / or able to obtain one.</li> <li>• Must be prepared to complete all necessary paperwork as instructed in order to gain the required security clearance to work at certain customer sites outside of the main base/location. Such paperwork must be completed within the time frame given and clearance must be attained as part of this role.</li> <li>• Must be willing to undertake Personal Safety Passport Training and any other training necessary in order to attend specific customer sites.</li> </ul>			
Experience & Key competencies:	<p>Ideally to have:</p> <ul style="list-style-type: none"> <li>• Served a recognised apprenticeship and gained electrical wiring/assembly experience in a similar environment of medium to heavy engineering using techniques and procedures to ensure quality build.</li> <li>• Able to understand, follow and work direct from schematic drawings.</li> <li>• A working knowledge of equipment and tooling required to carry out the electrical assembly function.</li> <li>• A high degree of manual dexterity and fitness to enable duties to be carried out whilst working at bench or final assemble which could involve working at height or in all types of climatic conditions.</li> <li>• A working knowledge of ISO 9001 Quality Management System and ISO 14001 Environmental Management</li> <li>• A full valid driving licence</li> </ul>			
Interfaces:	Internal:	All Manufacturing areas, Procurement, Quality		
	External:	Customers, Suppliers, Business Unit Managers,		