



WORKSHOP TECHNICIAN JOB DESCRIPTION

PURPOSE

Reporting to the operational manager of Boathouse 4, this post facilitates the operation of Boathouse 4 workshop and associated activity, by supporting the effective delivery of the Fire Management Plan, management of Stores and other workshop and equipment related safety duties which serve staff and volunteers and any other group working within the Boathouse workshop and joinery areas, by agreement.

DUTIES

1. Issue tools, equipment and materials for use in the workshop on request, providing guidance and advice where necessary.
2. Clean, inspect and maintain stores tools and workshop equipment including weekly machine shop checks and maintenance according to PUWER regulations.
3. Maintain the safe storage of substances and materials according to COSHH requirements and maintain associated records.
4. Ensure that all issues from stores are returned and logged.
5. Monitor stock levels and liaise with Boats Team colleagues to ensure appropriate stock levels are understood and maintained, following the PHQ procurement and administration processes to make purchases and record receipt of goods.
6. Ensure the stores area is maintained in a clean, tidy and organised manner.
7. PAT test and maintain portable electrical tools at suitable intervals.
8. Coordinate, track and issue chemical and hot works permits.
9. Actively promote and support a positive and pro-active health and safety culture within Boathouse 4.
10. Act as point of contact for LOLER (Lifting Operations & Lifting Equipment Regulations) inspections, ensuring that the inspector has access to the necessary equipment and records when on site.
11. Actively manage compliance activity for PUWER and PASMA regulations, including routine ladder and scaffolding protocols.
12. Act as duty manager to ensure the effective delivery of the Fire Management Plan and help to coordinate fire marshal cover if needed.
13. Proactively monitor fire safety and react to day-to-day staffing levels to ensure compliance with the FMP.



14. Assist in ensuring all necessary protective clothing and equipment is worn and used at all times by volunteers when working with machinery or manually.
15. Assist in ensuring the workshop is kept clean and tidy at all times, and that electrical machinery is used in accordance with standard safety practices.
16. Assist in ensuring that safe working practices are adhered to at all times by volunteers using the workshop and that only suitably trained individuals operate machinery.
17. Take reasonable care of own health and safety and that of others (e.g. colleagues, volunteers, tenants, customers, visiting members of the public), by observing safety rules and reporting risks and hazards, near misses and accidents.
18. Liaise with the Health and Safety Adviser to ensure that the appropriate health and safety records are completed and maintained.

GENERAL

19. Contribute to ensuring that all necessary Boathouse 4-related policies, working guidance, procedures and recording mechanisms are maintained and updated.
20. Support other administrative systems associated with staff and volunteers in the Boathouse, as required.
21. The postholder will be required to work flexibly. This may include undertaking other duties, provided that these are appropriate to the individual's skills and abilities. Where this occurs, there will be consultation with the employee and any necessary personal development will be taken into account.

DATA PROTECTION

22. The post holder must comply with PHQ's current Data Protection Policy and Privacy Notices when processing personal data in the course of employment; including personal data relating to any employee, volunteer, worker, contractor, supplier or member of the public.

EQUALITY

23. The post holder is required to work within the Equality & Diversity Policy (and all other PHQ policies) and to take account of equality considerations within the remit of the role.