

Our Ref: MW001-Job Description INDSER Trainee Technician v2

Monday, 06 January 2025

**Job Title:** Trainee Technician - Industrial Services Department.  
**Reports To:** Team Leader, Supervisor, Coordination / Management or Distribution Department.  
**Location:** Based at Fuel Depot Scorrier, outer depots and client sites around the UK  
**Hours of work:** 40 hours per working week - Permanent position.  
**Salary:** Competitive, overtime & working away as required for operational projects, pension, 6 months' probation, 1 month notice.  
**Holiday:** 20 days p/a plus bank holidays.

#### About The Company:

Mitchell & Webbers Ltd is a well-known family operated liquid fuel distributor within the southwest, we are also proud to say we were the first to trial renewable heating oil in Cornwall.

Over the years our core business has developed and expanded into the four main areas.

- Fuel distribution.
- Heating maintenance services.
- Commercial vehicle services.
- Industrial services.

#### About The Role:

This entry level role covers all areas of the company working within the different departments as a team to achieve our goals, this will be a diverse role which will utilise a board array of disciplines integral to your career within the company.

The trainee technician would be best suited for someone who has left an education setting and looking to start full time employment. There are options to start an apprenticeship which is part time at a local collage, this would be tailored to your needs.

You will be working for Industrial Services helping to maintain our clients fuel systems nationally as well our own fuel distribution infrastructure to ensure we can keep up with demand that meet our client's high expectations.

Life in industrial services can change from day to day depending on operational commitments and emergency callouts, you'll be working in different environments such as our main office helping to coordinate operations to client sites that could be a domestic setting, farms, garages, forecourts, industrial sites, data centres, water works or steel mills.

You'll be required to carry our essential services for the project team as and when required working in a variety of commercial and industrial environments, this can be failed fuel tanks, fuel uplifts, emergency spill response, civil installations, ground works and much more, its key to have a wiliness to learn and to undertake all works in a professional manner.

The role will provide on the job training where you'll be shown skills and techniques by your peers, to also complement your development you'll undergo a selection of training supplied by our third-party providers and time served industry leaders.

There are plenty of opportunities to specialise in a particular field such as driving, civils, engineering, electrical and installations.

### Reporting to:

When working for Industrial Services you'll report to your team leader / supervisor / or site / project lead.

When working at the depots you'll be required to report & relaying information back to the distribution team, outer depot tasks will be planned in by the distribution management team.

### Home Depot & Outer Depots (Plymouth, Holsworthy & Tiverton) Duties:

- Maintain the Ind Ser & pool vehicle assets, this is to include pre-usage vehicle inspections, defect inspections, planned maintenance, essential repair.
- All Ind Ser vehicle assets are to be visually inspected / restocked and made ready for the next call out or project.
- Ind Ser assets which include pumping systems, transfer hoses, confined space, safety equipment and tankers are to be maintained ready for the next callout or project. All equipment to undergo routine maintenance.
- Stocktake of Ind Ser assets.
- To assist with Fuel depot, commercial workshop, and maintenance department tasks.
- Collect FOD and remove general rubbish.
- Clean and pressure wash company infrastructure.
- Manually collect fuel samples from storage tanks.
- Check fuel storage tank bunds.
- Sample & inspect interceptors.
- Inspect and maintain sites drainage / aco systems.
- Empty slops tanks.
- Update notice boards.
- Paint and resurface areas as required.
- Clean tank internals as part of planned & preventive maintenance.
- Restock consumables at the outer depots.

### Operational Tasks:

- Fuel Uplifting - Removing diesel, kerosene, Jet A1 or petrol from client sites.
- Tank Cleaning - Cleaning of domestic heating oil tanks, confined space entry in commercial tanks.
- Installation works - Installing new fuel storage systems or dispensers, basic civil reinstatement works, ground works.
- Fuel Polishing - Sampling, setting up of mobile fuel filtering systems to bring the clients fuel back into spec.
- Spill Response - Assisting our own distribution business or third party clients with effective spill response and remediation activities.
- Preparedness - Assisting in our continual preparedness for planned works, response and callouts, stock taking, asset management.
- Fuel Depot Support - Assisting with opening and closing the depot, maintenance, stock relocation.

### Callout Duties:

- To assist with emergency callouts, spill response, tanker breakdown and recoveries, rollovers and other related incidents.
- Assist with emergency fuel deliveries & pump outs.

### Project Duties:

- To assist with planned project works nationally.
- You'll be in a position where you can work and stay away from home.
- This role you will be learning the core services such as fuel uplifting, tank cleaning, installation works, fuel polishing, spill response & preparedness.

### Health and Safety requirements:

- Comply with company polices, safe operating procedures and safe working practices.
- Report any concerns, near misses and accidents.
- Always follow the safe system of works that has been put in place.

### Requirements & Skills:

- Medically fit to perform these duties mentioned above.
- Clean UK Drivers licence.
  - You will be required to operate a variety of vehicles such as compact vans, flatbeds to long wheel-based utility vans and 4x4 pickups, towing will be required.
- Be able to wear personal protective equipment as supplied.
- Able to be flexible with the working schedule and stay away from home on a regular basis.
- Be professional and approachable to customers.
- Good communication and record keeping skills.
- A willingness to learn.

### Skills that would be beneficial:

- Background in Engineering or Electrical.
- Pressure washing, drain jetting or confined space experience.
- Civils, construction works either internal or external on domestic or commercial.
- Driving and operating different types of vehicles, plant and machinery.
- IT skills, familiar with using word processor and spreadsheets.

### Personal Traits:

- Honest.
- Trustworthy.
- Good time keeping skills.
- Open minded.
- Respectful.
- Courteous.
- Hardworking.
- Able to work to your own initiative.

### Initial training received:

- IOSH - Working safely.
- IIRSM - Ladder safety training.
- IIRSM - Manual handling in industry.
- IIRSM - PPE training.
- EUSR - National Water Hygiene (blue card).
- UKATA - asbestos awareness.
- SQA Level 2 High risk confined space course.

### Additional external training based off performance:

- CITB site labours card.
- ADR awareness - internal.
- Advanced spill response course.
- Forklift - internal.
- Telehandler - internal.
- Water jetting - internal.
- MEWP's - internal.
- Dumper - internal.

- Abrasive wheels - internal.
- CAT & Genny - internal.
- OFTEC 50 oil introductory training course for new entrants.
- SPA Core.
- SPA Forecourt.

**Progression:**

This is a basic entry level role for working within operations, you'll have exposure to all departments where you can show the required skills and personal traits essential for further advancement. Roles such as Ind Ser - technician, Maintenance dept - OFTEC technician, Commercial Workshop - Trainee fitter, Distribution - Driver.

If you are interested in being a part of the Mitchell & Webber team then please send us a copy of your CV and covering letter.