CYLINDER SHOP TRAINEE

Reports to: Cylinder Shop Supervisor	**Abbreviation:**
Division/Department: Cylinder Workshop	**Deputised by:**
Location: IMRO Southend	**Version/Date:** v2 OCT26

JOB PURPOSE

To work in the cylinder workshop carrying out testing, fault finding, repair and reassembly of oxygen cylinders.

MAIN RESPONSIBILITIES AND DUTIES

- Carry out test, fault finding repairing and reassembly of products in accordance with original manufacturers manuals and instructions
- Ensure quality standards and procedures are observed and maintained
- Establish and maintain a legally compliant and safe working environment ensuring risk assessments are undertaken as needed
- Knowledge of our MOE and company procedures
- Prepare workshop reports and material reviews to allow the purchasing and commercial departments to create customer estimates
- Understand customer needs and ensure these are met/exceeded at all times
- Performing of any other duties within your capabilities as directed by the Company

QUALIFICATIONS PREREQUISITES

- Ability to read OEM manuals (preferred)
- First class mechanical skills
- A background in an aviation environment (desirable)
- Good understanding of MS Office and business systems and procedures
- Ability to interoperate manuals and record inspection findings
- Excellent planning and organisation skills
- Team Player with excellent written and oral communication skills
- Must be safety conscious with high level of attention to detail

EMPLOYEE DECLARATION

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager	
Print Employee Name:	
Employee signature:	**Date:**
Manager Name:	
Manager Signature:	**Date**