

TRAINEE PLANT FITTER ROLES AND RESPONSIBILITIES

Reporting to: Lead Plant Fitter

Role Purpose

The Trainee Plant Fitter supports the inspection, servicing, maintenance, repair and safe preparation of plant and equipment across Franki Group UK while completing a structured technical development programme.

Working under the supervision of the Lead Plant Fitter and experienced Plant Fitters, the postholder will develop practical competence in mechanical, hydraulic, pneumatic and basic electrical systems, workshop operations, mobile plant maintenance and safe working practices. The role is designed to build the knowledge, qualifications, behaviours and practical experience required to progress into a competent Plant Fitter position. The Trainee Plant Fitter must work within assessed competence, follow instructions accurately and seek support whenever a task, risk or technical requirement is unclear.

The postholder will contribute to plant reliability, reduced downtime, accurate maintenance records, safe return to service and high workshop standards. As competence develops, the scope and complexity of allocated work will increase through planned supervision, assessment and formal authorisation.

KEY RESPONSIBILITIES

Learning, Qualification and Development

- Follow the agreed apprenticeship, trainee or internal development programme and complete all practical, academic and workplace learning requirements.
- Attend college, training sessions, manufacturer courses, toolbox talks, technical briefings and assessments as required.
- Maintain an accurate training portfolio, skills matrix, logbook and supporting evidence within required timescales.
- Prepare for practical observations, knowledge tests and competence assessments.
- Apply feedback from the Lead Plant Fitter, qualified Fitters, assessors, trainers and managers.
- Demonstrate progressive improvement in technical knowledge, workmanship, productivity and safe decision-making.
- Ask questions and seek guidance where instructions, hazards, tolerances or repair methods are unclear.
- Progress from observation to supervised work and then to authorised independent tasks only after formal assessment of competence.
- Take responsibility for personal development, including reading technical manuals, service information and manufacturer guidance.
- Notify the manager promptly of any issue that may affect attendance, training progress, qualification completion or competence development.

Workshop Induction and Safe Working

- Complete all required workshop, yard, site and equipment inductions before undertaking practical work.
- Follow risk assessments, method statements, safe systems of work and permit requirements.
- Use the correct personal protective equipment and maintain it in a serviceable condition.

- Apply isolation, lock-off, chocking, jacking and stored-energy controls before maintenance begins.
- Never work beneath raised equipment unless it has been correctly supported and made safe.
- Use lifting accessories, workshop cranes, jacks and stands only when trained and authorised.
- Report damaged tools, guards, lifting equipment, electrical leads or workshop facilities immediately.
- Stop work and seek assistance if conditions change or the task cannot be completed safely.
- Maintain clear walkways, emergency access routes and safe working areas.
- Report accidents, near misses, unsafe acts, environmental incidents and safety concerns promptly.

Routine Servicing and Preventative Maintenance

- Assist with planned servicing, preventative maintenance and inspection schedules for plant, vehicles, attachments and ancillary equipment.
- Prepare the work area, plant, tools, parts, service kits and technical information before work begins.
- Carry out lubrication, fluid checks, filter changes, belt checks, battery checks and visual inspections when trained and authorised.
- Check fluid levels, leaks, hoses, pipework, fasteners, guards, tyres, tracks, wear components and safety devices.
- Learn manufacturer service intervals and understand how operating conditions affect maintenance frequency.
- Identify overdue servicing, missing records or incomplete inspections and report them promptly.
- Assist with cleaning plant before inspection so that defects can be identified accurately.
- Record service work, measurements, defects, parts used and outstanding actions accurately.
- Fit service labels, update records and support completion of return-to-service documentation.
- Help coordinate plant availability for servicing by communicating delays or additional work requirements.

Mechanical Maintenance and Repair

- Assist with inspection, dismantling, repair, adjustment, reassembly and testing of mechanical components.
- Develop competence in engines, cooling systems, fuel systems, transmissions, brakes, steering, driveline components and attachments.
- Use hand tools, power tools, measuring equipment, torque tools and specialist workshop equipment correctly.
- Follow manufacturer specifications, torque settings, tolerances and approved repair methods.
- Identify worn, damaged, loose, seized or incorrectly fitted components.
- Clean, label and store removed components to prevent contamination or loss.
- Check replacement parts against the equipment specification before installation.
- Assist with bearing, seal, bush, pin, belt, hose, filter and wear-part replacement.
- Complete work in a logical sequence and maintain an organised work area throughout the repair.
- Present completed work to a competent Fitter for inspection before testing or release.

Hydraulic and Pneumatic Systems

- Learn the basic principles of hydraulic and pneumatic systems, including pressure, flow, filtration and contamination control.
- Assist with inspection of pumps, motors, cylinders, valves, accumulators, hoses, fittings and pipework.
- Identify visible leaks, damaged hoses, abrasion, loose fittings and signs of overheating or contamination.
- Follow safe pressure-release procedures before disconnecting any hydraulic or pneumatic component.
- Use caps, plugs and clean working practices to prevent contamination entering the system.
- Assist with hose replacement, fluid changes, filter changes, bleeding and basic system checks when trained.
- Never search for high-pressure leaks using hands or exposed skin.
- Report suspected injection injuries or high-pressure fluid exposure as an emergency.
- Learn to interpret basic hydraulic diagrams and component symbols.
- Record hydraulic defects and support structured fault diagnosis under supervision.

Basic Electrical and Electronic Systems

- Learn safe working principles for batteries, charging systems, starting systems, lighting, alarms, sensors and basic control circuits.
- Assist with visual inspection of wiring, connectors, fuses, relays, terminals and electrical enclosures.
- Use a multimeter or approved diagnostic equipment only when trained and authorised.
- Identify loose connections, corrosion, damaged insulation and poor cable routing.
- Follow correct battery isolation, charging and jump-starting procedures.
- Never bypass guards, interlocks, emergency stops, alarms or safety circuits.
- Assist qualified personnel with basic continuity, voltage and resistance checks.
- Learn to read simple wiring diagrams and equipment fault codes.
- Record diagnostic findings accurately and avoid replacing components without evidence.
- Escalate complex electrical, electronic or software faults to a competent person.

Fault Diagnosis and Breakdown Support

- Assist qualified Fitters with workshop and site-based breakdown response.
- Gather accurate information about symptoms, recent work, operating conditions and fault history.
- Prepare appropriate tools, diagnostic equipment, parts, consumables and technical information.
- Follow a structured diagnostic process rather than making assumptions or changing parts without evidence.
- Observe equipment safely and report abnormal noise, vibration, heat, leakage, smoke, warning lights or performance loss.
- Assist with basic tests and measurements under supervision.
- Provide clear factual updates on work completed, findings, parts required and support needed.
- Help record breakdown cause, downtime, corrective action and any follow-up maintenance.
- Attend operational sites only when authorised and comply with all site-specific controls.
- Do not carry out temporary repairs unless the method has been approved by a competent person.

Piling, Drilling and Specialist Plant

- Develop familiarity with piling rigs, drilling equipment, power packs, compressors, attachments and specialist foundation plant used by the business.
- Assist with routine inspection of masts, winches, rotary heads, crowd systems, tracks, guards, hoses and safety systems.
- Learn the operating purpose and maintenance requirements of specialist attachments and ancillary equipment.
- Check pins, bushes, retaining devices, lifting points and connection systems for wear or damage.
- Assist with cleaning, inspection and preparation of equipment between projects.
- Follow manufacturer restrictions and Company authorisation requirements for safety-critical systems.
- Escalate structural damage, cracking, distortion or suspected fatigue immediately.
- Never undertake welding, modification or repair to safety-critical structures without approved instructions and competent supervision.

Fabrication and Welding Support

- Assist with basic cutting, grinding, drilling and fabrication work when trained, competent and authorised.
- Follow hot-work permits, fire prevention controls and fume management requirements.
- Check guards, extraction, screens and fire extinguishing arrangements before work starts.
- Use welding equipment only after suitable training and assessment.
- Prepare components and work areas under supervision.
- Inspect completed basic fabrication work and present it for approval.
- Do not weld lifting accessories, pressure systems or safety-critical structures unless specifically qualified and authorised.
- Remove combustible materials and monitor the area after hot work in accordance with the permit.

Inspections, Testing and Return to Service

- Assist with pre-use, workshop, post-repair and statutory inspection preparation.
- Learn to identify leakage, wear, cracks, loose components, defective guards and malfunctioning safety devices.
- Complete inspection records accurately and never sign for work not personally completed or verified.
- Assist with controlled testing of repaired equipment when authorised.
- Check that tools, loose materials, isolation devices and temporary supports have been removed before testing.
- Confirm that guards, alarms, interlocks, emergency controls and access systems are correctly fitted.
- Do not release plant or equipment back into service without approval from an authorised competent person.
- Help maintain a clear audit trail for completed repairs, inspections and safety-critical work.
- Report any defect that remains outstanding and ensure the equipment is clearly identified or quarantined.

Tools, Parts and Materials

- Select and use the correct tools for each task under supervision.
- Keep personal and shared tools clean, secure, calibrated where required and in safe condition.

- Report missing, damaged, worn or unserviceable tools immediately.
- Assist with identifying and ordering correct parts, components and consumables.
- Check part numbers, dimensions and specifications before fitting.
- Work with the Plant Warehouse Coordinator to maintain effective stock control.
- Return unused parts, warranty items, cores and materials to the correct location.
- Avoid waste, unauthorised use and unnecessary replacement of serviceable components.
- Use oils, fuels, chemicals, gases and cleaning products in accordance with COSHH controls.
- Keep accurate records of parts and materials used on each job.

Workshop, Yard and Housekeeping Standards

- Keep work bays, benches, stores and access routes clean and organised.
- Segregate scrap, waste oil, filters, batteries, aerosols and hazardous waste correctly.
- Clean spills immediately using the approved spill response procedure.
- Store tools, gas cylinders, chemicals, parts and components securely.
- Return equipment to designated locations after use.
- Support daily and weekly workshop housekeeping checks.
- Report lighting, ventilation, extraction, drainage or facility defects.
- Take responsibility for leaving the work area safe at the end of each task and shift.

Environmental Responsibilities

- Prevent uncontrolled release of fuel, oil, coolant, hydraulic fluid or chemicals.
- Use drip trays, absorbent materials and approved containers during servicing and repair.
- Follow waste transfer, recycling and hazardous-waste arrangements.
- Report spills, leaks and environmental incidents immediately.
- Avoid unnecessary engine idling and waste of energy, water, materials and consumables.
- Support responsible reuse, refurbishment and recycling of components where approved.
- Protect drains, soil and watercourses during workshop and site activity.

Quality and Workmanship

- Complete all work carefully and in accordance with instructions, specifications and approved methods.
- Check fastenings, fluid levels, connections, routing and component installation before presenting work for inspection.
- Use torque settings, measurements and test results where required.
- Ask a competent Fitter to inspect and approve work at the correct stage.
- Correct defects or rework promptly and learn from errors.
- Avoid shortcuts, unauthorised modifications, makeshift repairs and unapproved parts.
- Protect plant surfaces, components and customer property from avoidable damage.
- Demonstrate increasing consistency, accuracy and professional pride.
- Report mistakes honestly so that risks can be controlled and learning can take place.

Records, Systems and Reporting

- Complete job cards, service sheets, inspection forms, timesheets, parts records and training records accurately.
- Record equipment number, hours, mileage, faults, work completed, labour time and parts used.
- Update maintenance or asset systems promptly when given access and training.

- Use clear factual descriptions and avoid vague or unsupported statements.
- Provide regular updates to the Lead Plant Fitter on progress, delays and assistance required.
- Escalate any issue that may affect safety, cost, quality, compliance or plant availability.
- Protect confidential, commercial and personal information.
- Retain photographs or diagnostic evidence where required by Company procedures.
- Ensure records are legible, complete and suitable for audit.

Site Attendance and Operational Support

- Attend project sites, yards and supplier premises when authorised and accompanied or supervised as required.
- Complete site inductions and comply with local traffic, exclusion-zone and plant-movement controls.
- Communicate with site management before starting work or isolating operational equipment.
- Maintain professional conduct when representing Franki Group UK.
- Keep tools, parts and work areas secure on site.
- Provide accurate updates and avoid making commitments outside personal authority.
- Leave the equipment and work area safe, tidy and clearly handed back.
- Report any site access, welfare, safety or operational issue to the Lead Plant Fitter.

Teamwork, Conduct and Customer Service

- Work constructively with Fitters, apprentices, warehouse, logistics, engineering and operational teams.
- Follow reasonable instructions and agreed workshop priorities.
- Be punctual, reliable and prepared for work, training and site attendance.
- Treat colleagues, clients, suppliers and site teams respectfully.
- Accept feedback professionally and demonstrate improvement.
- Support other team members while remaining within personal competence.
- Communicate honestly about progress, mistakes, delays and support needs.
- Protect Company assets, tools, vehicles, information and reputation.
- Comply with Company policies, including conduct, equality, dignity at work and substance misuse requirements.

Continuous Improvement

- Share observations about repeat faults, inefficient processes, parts issues and workshop improvements.
- Learn from breakdowns, inspections, audit findings and repair outcomes.
- Support standardised servicing, inspection, housekeeping and recordkeeping practices.
- Participate in toolbox talks, technical reviews and improvement activities.
- Apply lessons learned to future work and avoid repeating preventable errors.
- Demonstrate increasing independence, productivity and technical judgement over time.
- Suggest practical improvements while recognising that changes require appropriate approval.

BEHAVIOURAL COMPETENCIES

Safety and Accountability

- Takes personal responsibility for following instructions and working safely.
- Stops and asks when unsure.
- Reports defects, mistakes and safety concerns promptly.
- Does not work beyond assessed competence.

- Protects colleagues, equipment and the environment through disciplined working practices.

Learning Agility

- Shows curiosity and a genuine willingness to learn.
- Applies feedback and demonstrates measurable improvement.
- Completes training, assessments and evidence on time.
- Builds technical knowledge through practical experience and self-study.
- Adapts to new equipment, methods and technology.

Delivering Results

- Completes allocated tasks carefully and within agreed timescales.
- Maintains focus, pace and attention to detail.
- Follows work through to inspection and completion.
- Balances productivity with safety and quality.
- Raises delays or constraints before they affect delivery.

Collaboration and Communication

- Listens carefully and communicates clearly.
- Works respectfully with colleagues, suppliers and site teams.
- Provides honest updates on progress and problems.
- Contributes positively to the workshop team.
- Asks effective questions and confirms understanding.

Quality and Professional Pride

- Maintains tools, equipment and work areas properly.
- Checks work before presenting it for approval.
- Learns from rework and avoids repeating errors.
- Takes pride in reliable, compliant workmanship.
- Protects Company plant and assets from avoidable damage.

Integrity and Conduct

- Acts honestly and accepts responsibility for errors.
- Follows Company rules and authorised processes.
- Protects confidential and commercially sensitive information.
- Treats others fairly and respectfully.
- Does not conceal defects, damage, incidents or incomplete work.

PERFORMANCE AND DEVELOPMENT MEASURES

Technical Development – 30%

Measured against:

- progress against the agreed skills matrix and development plan;
- successful completion of practical assessments, college work and training modules;
- development of mechanical, hydraulic, electrical and diagnostic capability;
- quality and timeliness of training records and portfolio evidence;
- ability to apply learning safely in the workplace; and
- progression toward the relevant qualification or recognised competence standard.

Safety and Compliance – 25%

Measured against:

- compliance with workshop, yard and site safety rules;
- correct use of PPE, isolation, lock-off and safe systems of work;
- prompt reporting of defects, hazards, incidents and near misses;
- safe use and care of tools, lifting equipment and plant;
- environmental compliance and correct waste handling; and
- no unauthorised work beyond assessed competence.

Quality and Productivity – 20%

Measured against:

- accuracy and quality of completed work;
- reduction in errors, rework and repeat instruction;
- completion of allocated tasks within reasonable timescales;
- care of plant, parts, tools and workshop facilities;
- application of specifications, torque settings and approved methods; and
- quality of job cards, inspection sheets and maintenance records.

Attendance, Reliability and Team Contribution – 10%

Measured against:

- attendance and punctuality at work, college and training;
- preparedness and professional conduct;
- response to supervision, coaching and feedback;
- teamwork and communication;
- support for workshop housekeeping and agreed priorities; and
- reliability during site attendance and operational support.
- Behavioural Competencies – 15%
- Measured against:
- accountability;
- learning agility;
- communication;
- collaboration;
- attention to detail;
- integrity;
- professional conduct; and
- continuous improvement.

A serious failure in safety, honesty, attendance, conduct, training participation, environmental control or compliance may reduce or remove the behavioural element and may affect progression, continued training support and any bonus outcome.

ESSENTIAL EXPERIENCE AND CAPABILITY

- A genuine interest in plant maintenance, mechanical engineering, vehicles or heavy equipment.
- Practical aptitude and willingness to develop hands-on technical skills.
- Ability to follow verbal and written instructions accurately.
- Basic numeracy, literacy and digital skills sufficient to complete training and maintenance records.
- Good attention to detail and a responsible approach to health and safety.
- Willingness to work in workshops, yards and active construction environments.
- Ability to work as part of a team and accept supervision, coaching and feedback.

- Commitment to completing the agreed qualification, apprenticeship or internal development programme.
- Ability to communicate concerns and ask for assistance when required.
- Willingness to travel to operational sites and other Company locations as required.
- **DESIRABLE**
- GCSEs or equivalent in English, mathematics and a science or technical subject.
- A relevant college course, pre-apprenticeship, mechanical qualification or workshop experience.
- Experience using hand tools or working with vehicles, machinery or mechanical equipment.
- A full UK driving licence or active progress toward obtaining one.
- Basic knowledge of engines, hydraulics, electrics, diagnostics or fabrication.
- Previous work experience in a workshop, garage, agricultural, construction or engineering environment.
- Basic IT skills and experience using digital records or maintenance systems.

WORKING CONDITIONS

- The role is workshop, yard and site-based.
- The postholder may work outdoors and in active construction environments in varying weather conditions.
- The role involves practical work, manual handling, standing, bending and work around heavy plant and machinery.
- Personal protective equipment must be worn where required.
- Early starts, overtime, site travel, callout support or occasional weekend work may be required as training and competence develop.
- The postholder must comply with all workshop, yard and site safety procedures.
- Any medical or physical limitation affecting safe performance must be reported so that appropriate support or reasonable adjustments can be considered.
- The role may involve exposure to noise, vibration, oils, fuels, dust and workshop substances, subject to appropriate controls.

SUPERVISION AND AUTHORISATION

- The Trainee Plant Fitter must work under the level of supervision appropriate to the task, risk and assessed competence.
- Observation or previous assistance does not constitute authorisation to complete a task independently.
- Safety-critical work, complex diagnostics, lifting operations, welding, electrical testing and return-to-service approval require specific competence and authorisation.
- The Lead Plant Fitter or another authorised competent person will determine when the postholder may undertake tasks with reduced supervision.
- The Company may withdraw authorisation where competence, conduct, safety or quality standards are not maintained.

PROGRESSION

Progression will depend on successful completion of the agreed training programme, satisfactory attendance and conduct, evidence of competence and consistent safe performance.

The Trainee Plant Fitter will not progress automatically by length of service alone. Progression requires successful assessment against the relevant skills matrix and role standards.



Reviews will normally consider technical capability, qualification progress, safety performance, quality of work, productivity, recordkeeping, teamwork and professional conduct.

Once the required qualification and competence standards are achieved, the Company may consider progression to Plant Fitter, subject to business need, available position and formal approval.

Where progress is below the required standard, the Company may agree additional training, closer supervision or a time-bound development plan.

ROLE REVIEW AND ACKNOWLEDGEMENT

This document sets out the principal accountabilities and expected standards of the role. It is not intended to be an exhaustive list of every task or objective. Responsibilities, priorities and performance measures may be reasonably adjusted to reflect business requirements, development and project allocation, provided any material change to the fundamental nature of the role or contractual terms is managed appropriately.

Employee name	
Employee signature / date	
Manager signature / date	