**Job Description**

**Main Purpose of Job:**

To undertake development activities and formal training with the aim of progressing to become a Heavy Goods Vehicle mechanic. The responsibilities of the role are to work closely and help with the day-to-day work in the workshop, and learn on the job. You will also be required to work with a local college with the ultimate goal of becoming a fully skilled and qualified mechanic.

**Initial Key Responsibilities:**

1. Assist with repairs and scheduled maintenance to all vehicles owned or operated by the Company in accordance with the manufacturer’s specification and planned maintenance schedules.
2. Ensure all vehicles, plant and equipment are maintained and are in a satisfactory working and operational order in compliance with statutory and safety regulations and meeting required DVSA and O Licence requirements. Advise the manager of any circumstances where vehicles and plant are not safe for use.
3. Operate various types of workshop equipment such as hydraulic and lifting equipment, welding and abrasive wheels grinders in accordance with Safe Working Practices (training will be given).
4. Assist in preventative maintenance duties with the supervision of a trained mechanic.
5. To develop an understanding of all documentation in the Workshop.
6. Work closely with a fully qualified mechanic at all times and learn from them.
7. Follow all Health and Safety processes and procedures.
8. To work towards learning all other company safe systems of work and to work to them at all times.
9. Maintain exceptional housekeeping standards within the workplace at all times.
10. Ensure appropriate use of personal protective equipment (PPE) at all times and without exception and report defective PPE immediately.
11. To build rapport, develop trust and respect from both internal and external customer.
12. Conduct work duties in line with instructions given by workshop staff.
13. Attend College when required and be punctual and keen to learn.
14. Assist with preparing vehicles for MOT Tests as required, including cleaning of the vehicle/chassis both inside and outside.
15. Help with keeping vehicles and plant maintenance records in accordance with Company and statutory requirements.
16. Carrying out duties appropriate to the grade of the post, including occasional travel to other offices as required.
17. Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards.
18. Demonstrating personal commitment to the CSR Strategy.
19. To promote and adhere to the Company’s values and behaviours.

**Line Manager: Workshop Manager**

**Responsible for: None**

Note: This is a description of the job as it is constituted at October 2024 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Company to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Company’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Company reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * A keen interest in vehicle mechanics. | * An understanding of maintaining vehicles. * Experience within the mechanical sector or within a workshop environment. |
| **Skills and Abilities:** | * Good practical and problem solving skills. * Excellent communication skills and the ability to communicate effectively. * Ability to work under pressure. * Approachable * Enthusiastic, flexible and reliable * Ability to use own initiative and well as work as part of a team. |  |
| **Education and Training** | * Entry onto the Apprenticeship is subject to 4 GCSEs including Maths and English 9-3/A-E or Functional Skills Level 1. Apprentices must achieve Functional Skills Level 2 in English and/or Maths if they have a GCSE grade below a Grade 4 or C. | * City and Guilds/BTEC or equivalent in Engineering/ Vehicle Maintenance. * First Aid at Work certificate. * Knowledge of Health and Safety issues e.g. Manual Handling, COSHH etc. |
| **Other Requirements:** | * A commitment to own development and to supporting training and development initiatives. |  |