

Job Description

Job Title:	LGV Engineer
Post No:	
Grade:	F
Division:	Operations - Fleet Services
Location:	Various
Responsible to:	Area Workshop Supervisor
Responsible for:	Maintenance of Vehicle Fleet and MOT testing (where applicable)

Part A: Job purpose

To inspect, service, repair and maintain LGV vehicles, plant and equipment to required standards and in compliance with Health & Safety regulations and procedures.

The post holder will support the Area Workshop Supervisor in terms of the areas of activity listed within Part C.

Part B: Key result areas

1. Own personal management and development

- a) Be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- b) Ensure that Ubico's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- c) Participate in Ubico's agreed performance appraisal system.

2. Responsible for all physical resources and budgets allocated to the unit.

- a) No budget responsibility;
- b) Ensure all resources (including IT hardware and software) are used safely, legally and efficiently.
- c) To comply with standing orders, financial regulations and all other Ubico policies and systems for ensuring financial probity;

3. Professional / technical

- a) Maintain personal professional/technical competence within the service area in part C;

4. Other responsibilities

- a) To ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.
- b) To comply with all aspects of the Ubico's health and safety policy and in relation to fleet maintenance and repair.
- c) To carry out any other duties that may be required commensurate with the general level of responsibility for the post.

Part C - Specific Service Areas

1. Maintain, service and repair the fleet of vehicles and plant.
2. Diagnose and rectify defects and provide verbal and written reports of actions taken.
3. Undertake statutory MOT testing on fleet and customer vehicles in accordance with the VOSA testing scheme (where applicable).
4. Use Information technology in the performance of the work as required including VOSA computerised MOT test system.
5. Comply with the requirements of the VOSA testing scheme and report any compliance issues and difficulties to the Fleet Maintenance Manager.
6. To keep in touch with current and best practices and changes in legislation relevant to the vehicle and plant maintenance.
7. Participate in identified training.
8. Assist the Fleet Maintenance Manager to comply with and be aware of the requirements and conditions of Ubico's Goods Vehicle Operator Licence and its implications relative to fleet maintenance.
9. Maintain plant, tools and equipment in good condition and report any defects to management.
10. Clean and tidy work areas and maintain good housekeeping at all times.
11. Attend roadside breakdowns of fleet, hired vehicles and plant, and repair or recover them as appropriate
12. Perform all duties within the Ubico's customer care policy and develop good working relations with clients and customers.
13. Drive vehicles and plant within the limits of any driving licence held including large goods vehicles.