



## Job description and employee specification

<b>Job title:</b>	HGV Vehicle Technician	<b>Location:</b>	South Cerney
<b>Reports to:</b>	Fleet Workshop and Maintenance Manager	<b>Working hours:</b>	37 per week (pending review)
<b>Job number:</b>	TBC	<b>Salary grade:</b>	F
<b>Supervises:</b>	No supervisory responsibility		
<b>Main purpose of the job:</b>	To inspect, service, repair and maintain LGV vehicles, plant and equipment to required standards and in compliance with Health & Safety regulations and procedures.		
<b>Key duties and responsibilities:</b>	<p><b>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</b></p> <p><b>This is what we need you to do:</b></p> <ul style="list-style-type: none"> <li>• Maintain service and repair the fleet of vehicles and plant.</li> <li>• Diagnose and rectify defects and provide verbal and written reports of actions taken.</li> <li>• To keep abreast of current legislation relevant to vehicle and plant maintenance.</li> <li>• Participate in identified training requirements.</li> <li>• Assist the Fleet Maintenance Manager to comply with and be aware of the requirements and conditions of Ubico's O Licence and its implications relative to fleet maintenance.</li> <li>• Maintain plant, tools and equipment in good condition and report defects to management.</li> <li>• Clean and tidy work areas and maintain good housekeeping at all times.</li> <li>• Attend roadside breakdowns of fleet vehicles and plant, and repair or recover as appropriate.</li> <li>• Perform all duties within the Ubico's customer care policy and develop good working relations with clients and customers.</li> <li>• Drive vehicles and plant within the limits of any driving licence held including large goods vehicles.</li> </ul> <p><b>All employees of Ubico are also expected to:</b></p> <ul style="list-style-type: none"> <li>• Work to add value to, and be a valued member of, the team and to be valued by customers.</li> <li>• Comply with the organisation's health and safety policies and safe systems of working.</li> <li>• Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation.</li> <li>• Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Be committed to and demonstrate the values of the organisation which are to:</b> <ul style="list-style-type: none"> <li>✓ <b>Deliver quality</b> – what we do, we do well.</li> <li>✓ <b>Be safe</b> – look out for yourself and others.</li> <li>✓ <b>Do the right thing</b> – make good decisions and treat people with respect.</li> <li>✓ <b>Care for our environment</b> – protect where we live and work. Strive to be cleaner</li> </ul> </li> </ul>		



	<p>and greener.</p> <p>✓ <b>Work together</b> – communicate well and help each other.</p>	
<p><b>Essential requirements - qualifications, skills, abilities, knowledge and experience:</b></p>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• City &amp; Guilds in HGV mechanical engineering or equivalent plus demonstrable experience in a similar role or environment</li> </ul> <p><b>Knowledge and experience</b></p> <p>Working knowledge of HGV vehicles with a demonstrable stable employment history within the industry.</p> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Prepared to take on additional training to support a diverse fleet with technological advances.</li> <li>• Be prepared to work outdoors in all weather conditions</li> <li>• Flexible approach to working hours and tasks allocated</li> <li>• Ability to work as part of a team and deal with customers, colleagues and management in a courteous, helpful and friendly manner</li> <li>• Ability to use initiative and work with minimum supervision after instruction</li> <li>• Good organisational skills</li> <li>• Problem solving skills</li> <li>• Is proactive/self-motivated</li> <li>• Good interpersonal skills</li> </ul>	
<p><b>Desirable requirements - qualifications, skills, abilities and experience:</b></p>	<ul style="list-style-type: none"> <li>• Driving licence essential, LGV preferred</li> </ul>	
<p><b>Special conditions:</b></p>		
<p><b>Date created:</b></p>	25/08/3019	
<p><b>Date reviewed:</b></p>		
<p><b>Created/reviewed by:</b></p>	<p><b>Name: Gerald Newport</b></p>	<p><b>Job title: Workshop &amp; Fleet Maintenance Manager</b></p>

