


<b>Job Description Template</b>			
	<b>Document Number:</b> FG_HR_P.01 Form 08	<b>Version no:</b> 2	<b>Page</b> Page 1 of 2
	Creation Date: 25/05/18	Next Review Date: 25/05/20	

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## **Job Description – HGV & Plant Mechanic Apprentice**

<b>Department/location:</b>	Workshop / Yorkshire
<b>Hours of work:</b>	Monday to Friday 07:00 to 15:30 with a 30-minute lunch break
<b>Reports to:</b>	Workshop Manager
<b>Salary/wages:</b>	Apprentice National Hourly Rate
<b>Holiday:</b>	20 days holiday plus 8 bank/public holidays
<b>Other benefits:</b>	Company pension after 3 months Company bonus scheme 4x Salary death in service benefit

### **General:**

To maintain the serviceability and operational effectiveness of company vehicles and trailers & Equipment.  
To learn, develop and assist the Hull Workshop team

Able to work as part of a team. A good communicator with a professional attitude when dealing with members of staff, clients, customers and suppliers. A positive and proactive approach to safety is a given.

### **Main Duties:**

- Maintain a clean and safe working environment in the workshop, with good condition safe equipment.
- Company vehicle maintenance
- Plant machinery servicing
- Call outs
- Conduct vehicle service and inspections in accordance with DVSA regulations.
- Prepare and present Future Industrial Services equipment for MOT.
- Carry out daily and routine maintenance and repairs on of all makes and models of HGV trucks and trailers.
- Attend vehicle breakdowns as and when required.
- Maintain a Safe Working Environment.
- All duties associated with the workshop and yard
- Collecting orders from local suppliers when required
- Receiving deliveries
- Carry out additional tasks when requested by the Workshop Supervisor.


### **General H&S Responsibilities:**

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

### **Other General Responsibilities:**

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

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	<b>Document Number:</b> FG_HR_P.01 Form 08	<b>Version no:</b> 2	<b>Page</b> Page 2 of 2
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### Person Specification

<b>Qualifications/Training</b>	<b>E / D*</b>	<b>How assessed***</b>
Previous workshop experience	D	CV
Basic knowledge of HGV/Plant machinery & vehicles	D	CV
Full UK driving licence	E	CV
Welding knowledge	D	CV
<b>Experience</b>		
Previous experience of working in a LGV Mechanic or Technician role		
<b>Specific Post Knowledge/Skills</b>		
Good understanding of DVSA test requirements and legislation		CV/I
Thorough knowledge of large goods vehicles and their repair, maintenance, servicing and MOT standards		CV/I
Thorough knowledge of tanker trailers and their repair, maintenance, servicing and MOT standards		CV/I
Thorough knowledge of the use of all tools of the trade		CV/I
Thorough knowledge of Health and Safety standards in the Workshop		CV/I
<b>Personal Characteristics</b>		
Professional approach to work	E	I
Punctual, Reliable , Flexible approach to daily/weekly work pattern/schedule	E	I
Ability read, write and implement safety paperwork and site procedures	E	CV/I
Motivated and flexible, able to communicate with all levels	E	I

\*Essential or Desirable

\*\*Essential but may be achieved post-employment

\*\*\*Application Form or CV; Interview; Presentation; Practical Assessment