


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

All copies uncontrolled if printed

Job Description – HGV Mechanic

Department/location:	Workshop / Honiton
Hours of work:	Monday to Friday 07:00 to 16:30 with a 30-minute lunch break
Reports to:	Workshop Supervisor
Salary/wages:	Hourly rates dependent on qualification; plus, overtime and call out payments
Holiday:	20 days holiday plus 8 bank/public holidays
Other benefits:	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.

Main Duties:

- 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.
- 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.
- Must has a full set of tools to carry out the duties listed.
- 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.

Job Description Template

	Document Number: FG_HR_P.01 Form 08	Version no: 2	Page Page 2 of 2
Creation Date: 25/05/18	Next Review Date: 25/05/20		

All copies uncontrolled if printed

Person Specification

Qualifications/Training	E / D*	How assessed***
Qualification in LGV mechanics	E	CV
C&E driving licence	E	CV
Coded Welding qualification	D	CV
Experience		
Previous experience of working in a LGV Mechanic or Technician role	E	CV
Previous experience in fabrication works	D	CV
Specific Post Knowledge/Skills		
Good understanding of DVSA test requirements and legislation	E	CV/I
Thorough knowledge of large goods vehicles and their repair, maintenance, servicing and MOT standards	E	CV/I
Thorough knowledge of tanker trailers and their repair, maintenance, servicing and MOT standards	E	CV/I
Thorough knowledge of the use of all tools of the trade	E	CV/I
Thorough knowledge of Health and Safety standards in the Workshop	E	CV/I
Personal Characteristics		
Professional approach to work	E	I
Conscientious to work independently without direct supervision	E	I
Flexible approach to daily/weekly work pattern/schedule	E	I
Numerate and literate to complete paperwork associated with post	E	CV/I

*Essential or Desirable

**Essential but may be achieved post-employment

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