


<b>Job Description Template</b>			
	<b>Document Number:</b> FG_HR_P.01 Form 08	<b>Version no:</b> 3	<b>Page</b> Page 1 of 2
<b>Creation Date:</b>	25/05/18	<b>Next Review Date:</b>	22/04/2026

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## Job Description – LGV Mechanic

<b>Department/location:</b>	Workshop / Honiton/Hull
<b>Hours of work:</b>	Monday to Friday, 40 hours, 07:00 to 15:30 with a 30-minute lunch break
<b>Reports to:</b>	Workshop Supervisor/ Workshop Manager
<b>Salary/wages:</b>	Hourly rates dependent on qualification; plus, overtime and call out payments
<b>Holiday:</b>	25 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 (life insurance) Company Sick Pay & Healthcare

### 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.
- 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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### Person Specification

	E / D*	How assessed***
<b>Qualifications/Training</b>		
Qualification in LGV mechanics	E	CV
C&E driving licence	E	CV
Welding qualification	E	CV
<b>Experience</b>		
Previous experience of working in a LGV Mechanic or Technician role	E	
<b>Specific Post Knowledge/Skills</b>		
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		CV/I
<b>Personal Characteristics</b>		
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