



Workshop Technician

Job Category	Supervisor, Officer & Technical (Grade 5)	Reports To	Work Shop Manager
Location	Crossley Park Stockport	Travel Required	Some Required
Salary Range	Up to £28,000	Additional Benefits	Use of Company Van as Required
Position Terms	<ul style="list-style-type: none">- Full Time- Permanent	Additional Responsibilities	

Purpose

The post holder provides a key role in the day to day operation of the maintenance facility ensuring company and external customer vehicles are maintained to the required legal and operational standards.

To support the Workshop Manager and Depot Manager in ensuring all vehicle are serviced and maintained to legislative and operational requirements in a safe, cost effective and efficient manner.

Duties and Responsibilities

- Work within the vehicle maintenance technician team and support functions in a cost effective and professional manner.
- Meeting with the direct team, agree tasks and targets, and measure performance and allocate tasks as required.
- Assist the Workshop Manager in all operational legal maintenance compliance obligations in relation to the company's statutory obligations, PSV operations and Section 19 and 22 minibus legislation.
- Comply and work within the required duty roster to ensure all duties are covered on a daily basis.
- Record and replace impressed stock parts ensuring full stock control and replacement of parts
- Contribute to ensuring duties are completed to the standards expected and contribute to dealing with any issues arising.
- Contribute to periodic checks on maintenance processes to ensure effective performance on behalf of the company.
- Wear protective devices and clothing as required by the company.
- Contribute to the delivery of the daily/weekly workload in an effective manner.
- Assist the workshop manager in developing workflows and looking to develop additional commercial opportunities so as to maximise revenue income and for planning growth effectively.
- Ensure all records are kept up to date including maintenance inspection, service and all other records required by the company.
- To maintain a healthy relationship with operational staff, drivers and yard staff to ensure that all vehicles are presented for maintenance when required..
- Contribute to the daily cleaning of the maintenance premises, external yard and parking area.
- Assist members of the management team to ensure Health and Safety policy and procedures are adhered to at all times.
- Support the Workshop Manager, Senior Management Team and Operational Supervisory team as required.
- Ensure contracts are delivered in line with the specification and requirements.
- Play a supporting role in the delivery of maintenance compliance matters across all company activity.
- Communicate effectively with all internal and external stakeholders
- Carry out any other duties as reasonably requested by management.

Person Specification

Essential

- Demonstrable experience and expertise in working in a passenger vehicle focused maintenance workshop.
- Proven administrative ability in the areas of fleet maintenance.
- Ability to contribute towards the delivery of a maintenance plan, complex schedules and have the ability to react to variation in work flow.
- Ability to work on own initiative, prioritise work, handle pressure and take day-to-day decisions on ensuring the workflow efficiency.
- Ability to provide management information and follow policies and procedures.
- Experience delivering maintenance services across a range of service and vehicle types (such as Section 19, Section 22, LGV, HGV and PSV)
- Ability to communicate effectively in person, in writing and over the telephone with individuals and with a wide variety of organisations and audiences.
- Ability to contribute to the wider maintenance team and support others in their work.
- Flexible and adaptable to changing situations and challenges
- Awareness and knowledge of Health and Safety requirements in a workshop environment

Desirable

- Ability and willingness to take on new challenges and learn new skills
- Understanding of equality and diversity best practice and legislative requirements in relation to service/maintenance delivery, business development and recruitment of staff.
- Demonstrate other requisite workshop skills such as Motor Vehicle Electrics, Welding, PSV, Section 19 & 22 inspections.

Other Responsibilities and Requirements

- Ensure that the promotion of equality of opportunity and challenging discrimination are central to everything that we do.
- Demonstrate a commitment to quality, professionalism and compliance with organisational policies and legislation.
- Commitment to ensuring the health, safety and wellbeing of yourself and others throughout the organisation.
- Identify and implement plans for own training and development needs.
- Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the service.
- Ability to work outside of traditional working hours where required.
- From time to time, the post holder will be required to travel to meetings or work in an alternative location.

Developed By:	David Taylor	Date:	8 th Jan 2019
Approved By:	Nigel McKinney	Date:	8 th Jan 2019
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