

Job Description

Job Title: Commercial Vehicle Maintenance Technician

Reporting to: Commercial Vehicle Maintenance Team Leader

Nature and Scope: As part of the company's Commercial Vehicle maintenance team contribute to the overall aims of the company through the efficient and compliant maintenance of fleet.

Job Purpose:

The role holder, reporting directly to the Commercial Vehicle Maintenance Team Leader, will be responsible for undertaking routine and non-routine maintenance and repair in the company's workshop facility managing its fleet of vehicles, plant and equipment. They will also ensure that exceptionally high levels of internal customer service are always maintained, whilst delivering on specified targets, including health & safety, compliance, and supporting the achievement of the Company's objectives and work plans.

Principal Duties and Responsibilities:

- 1 Safe, skilled and professional maintenance and repair of the Company's fleet of vehicles, plant and equipment to meet DVSA and manufacturers standards/specifications.
- 2 Carry out scheduled service and inspections to meet the Company's requirements under its Operators licence including preparation for periodic testing
- 3 Complete service and repair documentation in accordance with Company requirements and standards including inspection forms, defect and job cards.
- 4 To respond to vehicle breakdowns, diagnosing and arranging recovery where required. Drive and operate vehicles and plant as required including assisting with logistical arrangements when off-site works required.
- 5 Deliver maintenance and repair work ensuring that work is undertaken in a consistent, safe, economical and professional manner whilst maintaining the required standards of quality and working within standard job times and deadlines.
- 6 Positively encourage a safe working culture and behaviours engaging colleagues in accordance with legislation and safe systems of work. Ensure that all incidents and near misses are reported immediately.
- 7 Provide technical advice, guidance and information to team as required in order to support comprehensive fleet maintenance and repair.
- 8 Assist in the development of and mentor Apprentice Technicians.
- 9 Ensure that all Company policies and procedures and legal obligations are understood and adhered to by all members of staff.
- 10 Develop and maintain excellent working relationships with internal/external customers.

- 11 Ensure appropriate records and systems are maintained for the effective and compliant operation of the Company. Follow procedures and best practice to ensure audit compliance and ISO accreditations are maintained.
- 12 To ensure work equipment to include mobile and static plant are always operated in a safe manner and in accordance to manufacturer's guidelines. To also ensure the correct maintenance and testing regimes are always in place and adhered to.
- 13 Maintain excellent standards of organisation and housekeeping in the workshop facility including any storage areas.
- 14 Carry out any other such reasonable job-related tasks as the Company may require you to undertake from time to time.

Person Specification:

	Essential	Desirable
Education	<ul style="list-style-type: none"> • GCSE or equivalent in Maths and English • HGV qualified technician at City & Guilds level 1,2&3 or equivalent 	<ul style="list-style-type: none"> • LGV Class C / HGV Class 2 licence • IOSH Working Safely qualification • Welding / Fabrication certified • IRTEC qualification
Experience	<ul style="list-style-type: none"> • Commercial Vehicle Technician (HGV) – 2+ years • MOT preparation experience 	<ul style="list-style-type: none"> • Specific experience of maintaining refuse and recycling collection vehicles • Welding & Fabrication – 2+ years • Experience of maintaining a ‘zero-harm’ environment through behavioural safety cultures
Technical	<ul style="list-style-type: none"> • Knowledge of hydraulic, pneumatic and electrical systems • Understanding of legislation in relation to vehicle maintenance and operator licencing 	<ul style="list-style-type: none"> • Plant and equipment knowledge • Certified training in the maintenance of refuse and recycling collection vehicles bin lifts and bodies • Professional body membership • Knowledge and application of Health, Safety and Environmental legislation inc. COSHH
Skills	<ul style="list-style-type: none"> • Proven ability of assessment of vehicles, plant and equipment • Proven ability to fault diagnose and undertake repairs and modifications on own initiative 	<ul style="list-style-type: none"> • Excellent organisational, time management and planning skills • Excellent written and oral communication skills • IT literate including Microsoft Office suite and business systems
General	<ul style="list-style-type: none"> • Full driving licence • Demonstrate initiative and ability to work unsupervised • Flexible working approach • Drive and enthusiasm 	