Job description and employee specification

Job title:	Apprentice HGV Vehicle Technician	**Location:**	Cinderford
Reports to:	Fleet Workshop and Maintenance Manager	**Working hours:**	40 per week
Job number:	TBC	**Salary grade:**	Apprentice - £8.00 per hour - £12.71 per hour
Supervises:	No supervisory responsibility		
Main purpose of the job:	To be trained and assist in inspecting, servicing, repairing and maintaining HGV vehicles, plant and equipment to required standards and in compliance with Health and Safety regulations and procedures.		
Key duties and responsibilities:	**This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes**. **This is what we need you to do:** • To undertake the development activities as detailed in the apprentice HGV Vehicle Technician personal development plan within the agreed timescales • Understand and learn to have the ability to diagnose and rectify defects and provide verbal and written reports of action to take. • Learn and assist to undertake statutory MOT testing on fleet and customer vehicles in accordance with the DVSA testing scheme. • Understand how to comply with the requirements of the DVSA testing scheme and report any compliance issues and difficulties to the supervisor. • Participate in identified training as required in line with the development of the role. • Maintain plant, tools and equipment in good condition and report any defects to management. • Clean and tidy work areas and maintain good housekeeping at all times. • Assist and attend roadside breakdowns of fleet, hired vehicles and plant and repair or recover them as appropriate. • Perform all duties within Ubico's customer care policy and develop good working relations with clients and customers. • Learn and drive vehicles and plant within the limits of any driving licence held including large good vehicles. **All employees of Ubico are also expected to:** • Work to add value to, and be a valued member of, the team and to be valued by customers. • Comply with the organisation's health and safety policies and safe systems of working. • Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation. • Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with current data protection legislation.		

	• **Be committed to and demonstrate the values of the organisation which are to:** ✓ **Deliver quality** – what we do, we do well. ✓ **Be safe** – look out for yourself and others. ✓ **Do the right thing** – make good decisions and treat people with respect. ✓ **Care for our environment** – protect where we live and work. Strive to be cleaner and greener. ✓ **Work together** – communicate well and help each other.
Essential requirements - qualifications, skills, abilities, knowledge and experience:	**Qualifications** No essential qualifications required. **Knowledge and experience** Able to meet the requirements for the issue of a full UK driving licence at the appropriate age. **Skills and abilities** • Has dedication and perseverance needed to fulfil full term of apprenticeship. • Physically fit to work under vehicles and move around the workshop. • Be prepared to work outdoors in all weather conditions • Flexible approach to working hours and tasks allocated • Ability to read and follow basic information/instructions • Ability to work as part of a team and deal with customers, colleagues and management in a courteous, helpful and friendly manner • Good organisational skills • Problem solving skills • Is proactive/self-motivated • Good interpersonal skills
Desirable requirements - qualifications, skills, abilities and experience:	• 2 or more GCSEs at grades 9-3 including Maths and English • Awareness of HGV licence requirements and required training
Special conditions:	• Willing to undertake further education on block release at a college in Bristol. • Able to get to the Ubico work site or depot when not at college. • There may be a requirement to work at other locations to meet the needs of the business. • Expected to work reasonable additional hours in line with the needs of the service

Date created:		
Date reviewed:	22.06.2026	
Created/Reviewed By:	**Name: Alex Walsh**	**Job title: Apprentice HGV Technician**


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