



Job description and employee specification

Job title:	HGV Vehicle Technician	Main Location:	Swindon Rd, Cheltenham
Reports to:	Fleet Maintenance and Workshop Manager	Working hours:	42 per week (inc 5 hours contracted OT)
Job number:	TBC	Salary:	F1£43,490 -F2 £44,715 (inc shift allowance, 5hrs contractual OT & tools allowance). Base salary F1£34,434-F2£35,412 on
Supervises:	Apprentices and other trainees		
Main purpose of the job:	To inspect, service, repair and maintain LGV vehicles, plant and equipment to required		
Key duties and responsibilities:	<p>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</p> <p>This is what we need you to do:</p> <ul style="list-style-type: none"> • Maintain all types of vehicles (commercial, non-commercial and specialist), trailers, plant and grounds maintenance equipment (including static/mobile plant which could be located away from the central workshop) to exceptional standards. • Undertake periodic safety inspections of all vehicles and plant held or serviced by Ubico, which includes external customers and ensure the accurate recording of materials, defects, repairs and condition of the item inspected/serviced. • Ensure accurate data recording on to all computerised systems as required, including workshop and DVSA MOT systems. • Give roadside assistance to broken down vehicles, including recovery to the workshop. • To ensure that drivers reporting faults have carried out the appropriate paperwork and procedures. • Maintain workshop and own tools and equipment in good condition and report any defects to line management. • Able to work a shift system between the hours of 05:30 and 18:00 Monday to Friday. • Undertake out of normal hours stand by and call out duties (no overnight availability required), on a rota basis as required (additional payments apply). • Undertake fault diagnosis and repairs, including the use of electronic diagnostic equipment. • Act as the 'MOT Manager' for the MOT test facility as required. • Undertake chassis and component cleaning as necessary to ensure safety inspections can be undertaken competently. • Take responsibility, as a key holder, for the security, opening and closing of the workshop as required. • Work on your own initiative including when working away from the centralised workshop or outside of normal working hours. This includes undertaking dynamic risk assessments on all non-generic activities. 		



- To liaise and communicate as necessary with manufacturers, suppliers, colleagues, subcontractors and any other stakeholders to ensure efficient and effective continuity of the workshops and Fleet service.
- To be responsible for the accurate ordering and booking of service and parts from suppliers and the workshop stores areas when necessary, and responsible for the security of the stores at all times.
- Record full details of all work undertaken, including sub contracted services and parts used both electronically and written, including attendance and daily/weekly report sheets.
- Undertake welding, fabrication and body building repairs within skill set.
- Produce written reports on vehicle condition and prepare vehicle and plant maintenance schedules.
- Undertake the supervision and training of apprentices and semi-skilled staff.
- Undertake LOLER, PUWER, MOT testing (after appropriate training) and any other inspections and certify vehicles and equipment as required.
- Entirely committed to work outside of the normal working week to support the recycling and waste collection service, for example working 'catch-up days' after a bank holiday when requested (banked hours and/or additional payments apply).
- Work outside of normal work premises within Ubico responsibility to ensure continuity of service.
- Be responsible for working within the Health and Safety Policy and safe systems of work of Ubico and assist in maintaining the cleanliness and tidiness of the workshop areas.
- Undertake any other responsibilities or training that may be required by the Head of Fleet Operations, commensurate with the grading of the post and to maintain and expand services offered and enhance individual skill set required.

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.

Qualifications



<p>Essential requirements - qualifications, skills, abilities, knowledge and experience:</p>	<ul style="list-style-type: none"> • Full valid, UK Driving Licence (or European equivalent). • City and Guilds full craft certificate in Motor Vehicle Mechanics, or equivalent experience. <p>Knowledge and experience</p> <ul style="list-style-type: none"> • Experience of working and carrying out inspections, servicing and repairs on a mixed fleet of vehicles and a demonstrable stable employment history within the industry. <p>Skills and abilities</p> <ul style="list-style-type: none"> • Prepared to undertake additional training to support a diverse fleet as required including technological advances. • Be prepared to work outdoors in all weather conditions • Flexible approach to working hours and tasks allocated • Ability to work as part of a team and deal with customers, colleagues, and management in a courteous, helpful, and friendly manner • Ability to use initiative and work with minimum supervision after instruction • Good organisational skills • Problem solving skills • Is proactive/self-motivated 	
<p>Desirable requirements - qualifications, skills, abilities and experience:</p>	<ul style="list-style-type: none"> • Class B Driving Licence essential, HGV Category C entitlement preferred but not essential as training given. 	
<p>Special conditions:</p>	<p>There may be a requirement to work at other locations to meet the needs of the business.</p>	
<p>Date created:</p>	<p>25.07.2023</p>	
<p>Date reviewed:</p>	<p>28.01.2025</p>	<p>Alex Walsh – Amended for salary increase</p>
<p>Created/reviewed by:</p>	<p>Name: Ian Bourton</p>	<p>Job title: Head of Fleet Operations</p>