



## Job description and employee specification

<b>Job title:</b>	Apprentice HGV Vehicle Technician	<b>Location:</b>	Gloucester City
<b>Reports to:</b>	Fleet Workshop and Maintenance Manager	<b>Working hours:</b>	40 per week
<b>Job number:</b>	TBC	<b>Salary grade:</b>	Apprentice - £8.00 per hour - £12.71 per hour
<b>Supervises:</b>	No supervisory responsibility		
<b>Main purpose of the job:</b>	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.		
<b>Key duties and responsibilities:</b>	<p><b>This job description sets out the key outcomes required. It does not specify in detail all the activities required to achieve these outcomes.</b></p> <p><b>This is what we need you to do:</b></p> <ul style="list-style-type: none"> <li>• To undertake the development activities as detailed in the apprentice HGV Vehicle Technician personal development plan within the agreed timescales</li> <li>• Understand and learn to have the ability to diagnose and rectify defects and provide verbal and written reports of action to take.</li> <li>• Learn and assist to undertake statutory MOT testing on fleet and customer vehicles in accordance with the DVSA testing scheme.</li> <li>• Understand how to comply with the requirements of the DVSA testing scheme and report any compliance issues and difficulties to the supervisor.</li> <li>• Participate in identified training as required in line with the development of the role.</li> <li>• Maintain plant, tools and equipment in good condition and report any defects to management.</li> <li>• Clean and tidy work areas and maintain good housekeeping at all times.</li> <li>• Assist and attend roadside breakdowns of fleet, hired vehicles and plant and repair or recover them as appropriate.</li> <li>• Perform all duties within Ubico's customer care policy and develop good working relations with clients and customers.</li> <li>• Learn and drive vehicles and plant within the limits of any driving licence held including large good vehicles.</li> </ul> <p><b>All employees of Ubico are also expected to:</b></p> <ul style="list-style-type: none"> <li>• Work to add value to, and be a valued member of, the team and to be valued by customers.</li> <li>• Comply with the organisation's health and safety policies and safe systems of working.</li> <li>• Work in compliance with the codes of conduct, regulations (including financial) and policies of the organisation.</li> <li>• 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.</li> </ul>		



	<ul style="list-style-type: none"> <li>• <b>Be committed to and demonstrate the values of the organisation which are to:</b> <ul style="list-style-type: none"> <li>✓ <b>Deliver quality</b> – what we do, we do well.</li> <li>✓ <b>Be safe</b> – look out for yourself and others.</li> <li>✓ <b>Do the right thing</b> – make good decisions and treat people with respect.</li> <li>✓ <b>Care for our environment</b> – protect where we live and work. Strive to be cleaner and greener.</li> <li>✓ <b>Work together</b> – communicate well and help each other.</li> </ul> </li> </ul>
<p><b>Essential requirements - qualifications, skills, abilities, knowledge and experience:</b></p>	<p><b>Qualifications</b> No essential qualifications required.</p> <p><b>Knowledge and experience</b> Able to meet the requirements for the issue of a full UK driving licence at the appropriate age.</p> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Has dedication and perseverance needed to fulfil full term of apprenticeship.</li> <li>• Physically fit to work under vehicles and move around the workshop.</li> <li>• Be prepared to work outdoors in all weather conditions</li> <li>• Flexible approach to working hours and tasks allocated</li> <li>• Ability to read and follow basic information/instructions</li> <li>• Ability to work as part of a team and deal with customers, colleagues and management in a courteous, helpful and friendly manner</li> <li>• Good organisational skills</li> <li>• Problem solving skills</li> <li>• Is proactive/self-motivated</li> <li>• Good interpersonal skills</li> </ul>
<p><b>Desirable requirements - qualifications, skills, abilities and experience:</b></p>	<ul style="list-style-type: none"> <li>• 2 or more GCSEs at grades 9-3 including Maths and English</li> <li>• Awareness of HGV licence requirements and required training</li> </ul>
<p><b>Special conditions:</b></p>	<ul style="list-style-type: none"> <li>• Willing to undertake further education on block release at a college in Bristol.</li> <li>• Able to get to the Ubico work site or depot when not at college.</li> <li>• There may be a requirement to work at other locations to meet the needs of the business.</li> <li>• Expected to work reasonable additional hours in line with the needs of the service</li> </ul>
<p><b>Date created:</b></p>	
<p><b>Date reviewed:</b></p>	22.06.2026
<p><b>Created/Reviewed By:</b></p>	<p><b>Name: Alex Walsh</b>      <b>Job title: Apprentice HGV Technician</b></p>

