**Job description and employee specification**

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| **Job title:** | Apprentice HGV Vehicle Technician | | **Location:** | Forest of Dean |
| **Reports to:** | Fleet Workshop and Maintenance Manager | | **Working hours:** | 40 per week |
| **Job number:** | TBC | | **Salary grade:** | Apprentice - £15,704 |
| **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:** |  |  | | |
| **Created/reviewed by:** | **Name: Karl Curtis** | **Job title: Apprentice HGV Technician** | | |

