**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.
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| **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
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| **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
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| **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
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| **Date created:** |  |  |
| **Date reviewed:** |  |  |
| **Created/reviewed by:** | **Name: Karl Curtis**  | **Job title: Apprentice HGV Technician** |

