### **Job Description – LGV Mechanic**

**Employee**:

**Department:** Vehicle Maintenance

**Title**: LGV Mechanic

**Reporting to**: Workshop Supervisor

**Role**

* To abide by the Company Health and Safety Policy and Procedures as well as promote a positive approach to Health & Safety in the workplace. Reporting and hazards, incidents and threats via the companies SHEQ reporting application.
* To carry out vehicle maintenance task ensuring legal compliance of the fleet, including planned and preventative work as well as unscheduled maintenance ensuring that all maintenance works and repairs are documented on the company’s chosen software for vehicle maintenance records.

**Reporting Relationships**

Responsible for:

* No direct reports

# **Scope**

**General**

1. To inspect, diagnose and repair vehicle faults to the company’s expected high standards as set out in the DVSA’s guide to maintaining roadworthiness.
2. Ensure that you document all works carried out on the company’s chosen software for vehicle maintenance records.
3. Ensure that vehicles and equipment are maintained in a timely manner with no undue delays.
4. Aim for a 100% MOT first time pass rate but not less than the 95% national average.
5. Attend vehicle breakdowns at the roadside or customer premises to repair mechanical breakdowns, request further diagnosis in the workshop or communicate the need for recovery where required.
6. Maintain effective and constructive communication with other key colleagues daily.
7. To minimise downtime of vehicles and ensure vehicles are available for the Service Delivery Department at the earliest opportunity.
8. Obtain correct authorisation for any expenditure. Requests for parts requests are accurate so as not to slow down the repair time.
9. Correct PPE must be worn or used where required in the workshop. Reporting defective equipment immediately.
10. Assist the Workshop Supervisor in carrying out scheduled equipment checks.
11. Ensure general housekeeping is carried out and the workshop is kept clean and tidy.
12. Communicate any issues that arise in the workshop to your Workshop Supervisor or Transport Manager.
13. To carry out any other tasks as instructed by Senior Management which are in keeping with the job role.

In the event that the role changes and develops the scope of the job description may change.

**Key Job Elements**

* Organisational Skills - Making sure all maintenance records are up to date and compliant, capable of adapting to operational challenges.
* Good understanding of current legislations and keeping up to date with any legislative changes.
* Being Pro-Active and using initiative – capable of thinking of solutions to problems, looking for ways to make the company more efficient and/or more profitable without being instructed to do so first.
* Approachable attitude – able to build good relationships with colleagues, contractors and suppliers

The role responsibilities may change and develop as the role progresses

**Knowledge Skill and Experience**

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| **KNOWLEDGE**  **Essential**  KE1 – Knowledge of transport operations and Operator Licencing requirements  KE2 – Knowledge of DVSA’s Guide to Maintaining Roadworthiness and categorisation of defects  **Desirable**  KD1 – Knowledge of vehicle ADR regulations concerning the carriage of dangerous goods by road | **SKILLS**  **Essential**  SE1 – Good communications skills written and verbal  SE2 – Proficient IT skills  **Desirable**  SD1 – IOSH Working Safely |
| **EXPERIENCE**  **Essential**  EE1 – Experience in a LGV workshop  EE2 – Operators Licence Vehicle Maintenance Compliance  **Desirable**  ED1 – Experience in the Waste Industry  ED2 – Use of electronic diagnostic equipment | **QUALIFICATIONS**  **Essential**  QE1 – IRTEC Inspection Technician (or will be provided in first 6 months of employment).  QE2 – Good level of education  QE3 – Category C Drivers Licence  **Desirable**  QD1 – Category CE Drivers Licence |

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**Aaron Head**

**For and on behalf of**

**Fletchers Plant Ltd**    **02/09/25**

Please read, sign and return one copy to HR Department**.**