

Job Description

Technician

Location: Home Counties

Base Pay: Initially, £neg. rising to £neg. per annum after successful Probationary Period. This is dependent on qualifications & experience.

General Comments

- 1.1 The Technician is expected to complete his/her duties as part of a high quality service.
- 1.2 The Technician is responsible to his/her Line Manager.
- 1.3 The Technician is expected to work as part of an efficient team, or on his/her own using their initiative where required, providing a high quality service to our clients.
- 1.4 The Technician must be over 21 and under 65 years old, have held a full clean UK driving licence for at least 2 years and have had no serious motoring convictions for at least five years and no bans for at least ten years.
- 1.5 The Technician must have at least a C1 entitlement on their driving licence.
- 1.6 The Technician is expected to have extensive driving experience, preferably with a variety of vehicles. The Technician is expected to show an ability for driving in various conditions and have a good accident record.
- 1.7 The Technician is expected to have experience in motor vehicle servicing, maintenance and repairs.
- 1.8 The Technician will be dealing with disabled, vulnerable, and older people from time to time and the Technician must demonstrate their ability to deal sensitively with their needs where appropriate.
- 1.9 The Technician will at all times remain mindful that he/she is representing the company and carry out their duties accordingly.

Duties

- 2.1 To service, maintain and repair a variety of vehicles, tail lifts, steps and other ancillary equipment to an exceptionally high standard, demonstrating at all times, care, attention to detail and a keen ability to diagnose, identify and rectify faults, quickly and efficiently.
- 2.2 To work within manufacturer and company times scales.
- 2.3 To undertake route planning, taking into consideration traffic conditions and daily work schedules.
- 2.4 The Technician will need to own his/her own tools, although specialist tools will be provided when/where necessary.
- 2.5 The Technician will be responsible for all stock levels within their assigned service vehicle.
- 2.6 The Technician will be expected to undertake any reasonable task as directed.

- 2.7 The Technician must at all times drive within all current road traffic regulations and with care and courtesy.
- 2.8 The Technician must at all times be aware of members of the public in and around his/her working environment.
- 2.9 The Technician will remain in contact with his/her Line Manager and be responsive to operational needs.

Other

- 3.1 The Technician will complete all paperwork and fill in log-sheets, as required, on a daily basis.
- 3.2 The Technician will attend training courses relevant to the post.
- 3.3 The Technician will be responsible for daily safety checks of the vehicle. These include the daily checking of oil, water and exterior bodywork before the commencement of their duties. All defects must be immediately reported.
- 3.4 The Technician will be responsible for the cleaning and maintaining of their vehicle in a clean and tidy condition.
- 3.5 The Technician must report to his/her Line Manager any accidents and vehicle damage, and possible offences under the Road Traffic Acts as well as all matters affecting the efficiency and day to day running of the business as soon as is practicably possible.
- 3.6 The Technician is responsible for payment of any penalty charge incurred as a result of contravening a Highway Code regulation during the course of his/her duties.
- 3.7 The Technician is expected to conform to Health and Safety requirements in respect of The Health & Safety at Work Act and other relevant legislation at all times. To adhere to safe working practices, Health & Safety policies and other procedures. To report all accidents and incidents in accordance with procedures as soon as is practicably possible.
- 3.8 The Technician is responsible for day-to-day health and safety issues, wear appropriate PPE and to ensure that a duty of care is maintained to him/herself, members of the public and other colleagues.
- 3.9 The Technician is expected to wear the company uniform as provided and at all times project a clean, tidy and efficient service.
- 3.9 The Technician will assist in promoting the company's services.
- 3.10 This job description is subject to amendment in the light of changes in its work, priorities or requirements. Such amendments would be introduced only after consultation

I have read and agree by the above Job Description.

Signed:

Date:.....