



Role Profile/Job Spec – Workshop/HGV Technician

Service	Fleet and Compliance
Job title	Workshop/HGV Technician
Post No	-
Salary Grade	
Hours	40 hours Per Week
Responsible To	Head of Fleet & Commercial
Responsible For	-

Role Purpose:

Carry out scheduled vehicle inspections on 3.5t - 26t HGV's. MOT preparations, perform daily running defect repairs, lend technical assistance as and when required with grounds equipment

To ensure "O" licence vehicles as well as fleet outside the licence are inspected and maintained, utilising diagnostic machines to identify faults and carry out repairs in a timely manner to the required standards. To sign-off workshop compliance paperwork (including internal and regulatory standards).

Job Description:

Provide direct support to the Workshop team to help ensure that the following elements are achieved:

1. To carry out scheduled weekly inspections (6, 8 and 26 weeks), service, maintenance and repair of a vehicles, plant and machinery.
2. To diagnose faults and rectify defects.
3. Carry out minor and major repairs to vehicles and plant, including engines, transmissions, chassis, hydraulics, electrical and ancillary equipment.
4. Assess repairs and ensure the correct parts are identified and available.
5. To carry out enhanced roadworthiness and safety inspections to vehicles belonging to GEL.
6. To prepare a range of vehicles to MOT standard, ranging from 3.5t to 26t HGV/RCV including necessary repairs and maintenance.
7. Through a formal sign off the inspection, ensure all repair work identified during inspection has been completed to a high standard.
8. Maintain a clean and tidy workshop and ensure that all tools and test equipment used are maintained in working order.
9. Maintain current product knowledge and attend training courses as required.
10. Complete job cards and service sheets using online systems correctly and in line with warranty protocol.
11. Working with the Maintenance team to maintain and repair all vehicles as required.



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Vision and Values

Understand GEL's Vision "to be recognised as one of the leading environmental service providers in West London and across the capital" and help GEL to achieve this Vision through adhering to the GEL Values (4 Cs): Customer Comes First; Collaborative; Caring and Committed.

Notes:

The tasks listed in this job description are not exhaustive and the postholder may be asked to undertake additional duties in line with the needs of the service, as directed by the line manager.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESMENT
Qualifications	<p>Minimum NVQ level 4 or City and Guilds level 3, or equivalent.</p> <p>Current full UK driving licence or equivalent (Maximum of 3 penalty points).</p> <p>Qualified MOT tester – up to and including Class 2/Category C</p>	<p>A recognised qualification (IRTEC) in motor engineering</p> <p>LGV C + E licence</p> <p>Full HGV licence</p>	Application form/Assessment/Qualifications/Licence
Relevant Experience	<p>Experience of undertaking MOT tests on a range of vehicles up to and including Class 2/Category C</p> <p>To accurately diagnose vehicle system faults using OE diagnostic equipment provided</p> <p>To demonstrate an in-depth knowledge of OE vehicle systems and components. To be able</p>		Application Form/Interview/Assessment

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	<p>to demonstrate effective root cause analysis.</p> <p>To understand vehicle system diagrams and write technical reports.</p> <p>Knowledge of Health & Safety and Legislation regarding vehicle maintenance and workshop practices.</p> <p>Knowledge of MOT regulations and VOSA requirements</p>		
Skills and abilities	<p>Ability to input data into computerised systems.</p> <p>Ability to work to a high degree of accuracy.</p> <p>To be able to work under own initiative as well as part of a team.</p> <p>Ability to organise and prioritise own workload to ensure individual targets and team deadlines are met.</p> <p>Able to work closely and establish positive relationships with internal and external stakeholders.</p> <p>Knowledge and understanding of Equal Opportunities and diversity issues.</p>	<p>Proven ability to work with minimum supervision.</p> <p>Highest standards of personal integrity.</p> <p>Commitment to highest levels of service delivery.</p> <p>Take responsibility and adopt company ethos.</p>	Application Form/Interview



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Specialist working conditions	N/A	N/A	
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Our Values – 4Cs

GEL's values set out what we stand for and how we will behave at work. They are the basis of how we will deliver our Vision of *being recognised as one of the leading environmental services providers in West London and across the capital*.

1. **Customer comes first** – remembering our purpose and doing the very best for the people we serve.
 - We achieve this by - being considerate, responsive and polite at all times and by being careful not to leave any mess.
 - We don't achieve this unless we treat our customers as we would like to be treated ourselves.
2. **Collaborative** – with workmates and others.
 - We achieve this if we - act as one organisation or team, sharing information and knowledge, and if we support each other wherever we can
 - We don't achieve this if we - don't work as a team, ignore what others are doing or planning to do, or if we make decisions without involving other service users
3. **Caring** – about the health safety and welfare of our employees.
 - We achieve this when we - take responsibility for our own health, safety, welfare and wellbeing and also that of others. This includes being respectful and supportive towards colleagues, taking care to maintain a healthy work-life balance, and challenging behaviours that are inconsistent with Gel's Dignity at Work policy.
 - We don't achieve this if we – not serious enough about health, safety, welfare and wellbeing; are unsupportive; or if we don't have each others' backs.



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4. **Committed** – to delivering services, to innovation, tackling problems and finding better ways of working.
- We achieve this when we – take the initiative to find or suggest better ways of working, listen to each other, and share good ideas.
 - We don't achieve this unless we – keep an open mind and accept there may be better ways to get the work done.

We know that we will only deliver our Vision through each of us pulling together, working within the spirit of our Values, to make GEL one of the leading environmental services providers in West London and across the capital.