

Outline of Job Description

Job Title	HGV Technician
Department/Section	Service department
Main Purpose of job	<p>To service and repair vehicles in a safe and economical manner employing such skills and knowledge as may be required, including the ability to diagnose fault with the minimum supervision.</p> <p>To service, adjust and repair vehicles or components using the tools and equipment provided in safe and proper way, efficiently and within the allocated time and to the required standard.</p>
Key Tasks	<ol style="list-style-type: none"> 1. To observe, recognise and report on vehicle or component defects or symptoms of impending failure. 2. To examine vehicles completely and report orally or in writing upon the vehicles condition, safety and reliability and performance (MOT). 3. To interpret and implement technical service instructions data, and to indent such information for replacement. 4. To carry out roadside repairs and to recover defective or damaged vehicles within the terms of the law. 5. To draw the Supervisor/Workshop Controllers attention to any faults notice in either the interests of the owner or other faults that could make the vehicle dangerous or illegal if taken out on a public highway. 6. To protect all vehicles under repair against damage and to inspect each vehicle for damage and cleanliness upon completion of repair. 7. To attend recognised courses of instruction as and when required and to assist in the training of apprentices upon assignment. 8. To maintain a high standard of cleanliness within the working area and a presentable personal appearance whilst observing the Group Health & Safety and Environmental Policy at all times. 9. To report any broken or faulty equipment to your Supervisor/Manager in line with our Group Health & Safety Policy. 10. To always seek permission before fitting parts to customers vehicles that have not been previously authorised and to return parts for warranty and customer inspection at all times
Key results/objectives	<ol style="list-style-type: none"> 1. To evaluate performance when all mechanical components can be stripped and re-assembled efficiently. 2. To evaluate performance when faults can be diagnosed, remedied and job instructions carried out. 3. To evaluate performance when requisitions for parts can be accurately completed and obtained so that wasted time is avoided as far as possible within the workshop system. 4. To evaluate performance when the jobs are tackled with the common sense and initiative expected from a skilled technician.
Responsible for Staff/equipment	Look after companies tools and equipment provided in a respectable manner.
Reporting to... (name and title of line manager)	Workshop Controller