

# Job Description & Person Specification



<b>Job Title</b>	Workshop Fitter
<b>Division/Location</b>	Norse South East
<b>Reporting to</b>	Assistant Felt Manager
<b>Weekly Hours</b>	37
<b>Grade/Salary</b>	£27,217

## Job Description

### The Role:

To ensure that company fleet is serviced, maintained and repaired in accordance with Operators Licence requirements. To give an efficient and cost effective service to the Department.

### Main Responsibilities

- To undertake safety inspections and servicing of vehicles, plant and equipment and the preparation of vehicles for MOT testing including Large Goods Vehicles (LGV).
- To assist in ensuring work is undertaken to an appropriate quality standard, consistent with relevant legislation, vehicle safety standards and sound professional standards.
- To assist the Fleet line manager in ensuring compliance with 'O' Licence and other appropriate Driver and vehicle standards agency (DVSA) requirements.
- To assist in minimising those statutory duties, policies, practices and decisions of that concerning vehicle maintenance and transport fleet matters as required
- To assist in minimising vehicle maintenance service costs to ensure the fleet garage remains economically viable and aims to achieve operating surpluses.
- To assist in providing effective communications and service to all customers of the vehicle maintenance department, both within and outside Norse South East thereby helping to win work in competition with private sector.
- To seek at all times to enhance the image and reputation of the Vehicle Maintenance Department in accordance with relevant Mission Statements.
- To continue to engage in training and development of yourself for everyday changing environment.
- To ensure health & safety standards and ensure that we all work in clean and safe environment.
- Ensure all fleet management, servicing, maintenance and operations comply with all necessary requirements including Operators Licence where applicable.
- Drive and operate vehicles and plant associated with the allocated functions as required by operational circumstances.
- To supply own tools to be able to maintain Fleet and associated works for the role.
- To contribute with managing the Norse vehicle workshop building and facilities, reporting any defects or faults to the Fleet Workshop line manager
- Contribute to ensuring effective communication and office procedures are implemented and maintained.
- To be aware of the need for risk assessments and assist with the development of health and safety procedures in relation to allocated functions.
- Ensure personal compliance with legislation, regulations, codes of practice, Norse's policies.
- Ensuring Health & Safety is a top priority in your work, recognising there is a legal and moral responsibility for maintaining the safety of yourself and others who may be affected by your actions or omissions. Compliance with the provisions of Health & Safety at Work

Approval/Review Date

Approved by Operations Director:

Date:

Approved by HR Director:

Date:

Act, Factories Act, etc. and the Norse's Health & Safety Policy.

- To be on a two weekly call out rota - Attending breakdowns, abandoned vehicles and other routine and emergency call outs, repairing and recovering vehicles as appropriate.
- Undertake other relevant duties, which may be required including various mechanical engineering, fabrication, playground repairs etc. as required.
- Maintain all necessary records relating to duties: job cards, time sheets, taxi testing and all fleet inspection / service sheets.
- To undertake MOT testing as nominated tester and ensure that you meet the required standard without bringing Norse into disrepute.
- Testing of Hackney carriages, Taxis and Private Hire vehicles to the required Council standards. Safety inspections and other inspections of vehicles, plant and equipment.
- In the event of a public emergency arising, undertake duties in accordance with emergency planning arrangements or as otherwise required

**Other Duties**

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

**Our Values**

You will be expected to promote and adhere to the workplace values of our organisation:

**Quality** – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

**Innovation** – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

**Respect** – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

**Trust** – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

<b>Person Specification</b>			
<b>Category</b>	<b>Requirement</b>	<b>Essential or Desirable</b>	<b>Assessment Method</b> Application Form (AF) Interview (I) Test(T)
<b>Qualifications/ Knowledge/ Training</b>	City & Guilds in Motor Vehicles Part 1, 2 & 3 or NVQ Level 1 – 3	Essential	AF/I
	LGV Class 2 Licence, with CPC	Essential	AF/I
	Health & Safety , COSHH & Awareness	Essential	AF/I
	MOT Nominated Tester qualification	Desirable	AF/I
	Advance studies in certain motor vehicle subjects; <i>Evidence of Product Training, Automotive electrics and Fault Diagnosis.</i>	Desirable	AF/I
	Evidence of Apprenticeship Served - Certificate	Desirable	AF/I

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<b>Experience</b>	Experience of working in a Fleet Workshop environment or similar	Essential	AF/I
	Experience working on both commercial and private hire vehicles	Essential	AF/I
	Experience of running routine Safety inspections on Vehicles	Essential	AF/I
	Experienced in running vehicle diagnostics	Essential	AF/I
	Safety inspection on Plant equipment	Desirable	AF/I
<b>Skills/Abilities</b>	Ability to work within a team.	Essential	AF/I
	Able to communicate both written and verbally.	Essential	AF/I
<b>Other Requirements</b>			

### General

Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

### Agreement

Employee Name:

Date:

Employee Signature:

Approval/Review Date

Approved by Operations Director:

Date:

Approved by HR Director:

Date: