

## JOB DESCRIPTION

<b>Position/title</b>	<b>HGV Technician / Mechanic</b>	
<b>Department</b>	Transport Workshop	
<b>Location</b>	Station Road, Blackrod, Bolton	
<b>Hours</b>	45 hours per week, Monday to Friday, shifts 6am-4pm and 10am-8pm alternating with HGV Workshop Manager 1 in 2 Saturdays, 7am to 12pm are also required.	
<b>Job Banding</b>	Band 4	
<b>Reports to</b>	HGV Workshop Manager	
<b>Accountable to</b>	Operations Director	
<b>Other Key Relationships</b>	Transport Manager Managing Director Head of Commercial & Planning Waste, Commodities & Planning Manager	Plant Fitter Team Health, Safety & Compliance Team Drivers Contractors and Suppliers
<b>General Summary</b>	Responsible for carrying out inspections, MOT preparations, planned preventative maintenance, and responsive repair of fleet vehicles in a professional and safe manner.	
<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>• In conjunction with your line manager, effectively plan and carry out repairs/maintenance and servicing of our fleet vehicles and trailers, using the most economical repair method (time and cost) to ensure the fleet remains operational with minimal downtime.</li> <li>• Work in partnership with your line manager, Transport Manager and Waste, Commodities &amp; Planning Manager to coordinate maintenance activity and achieve timely, prioritised maintenance, repair and servicing of our fleet vehicles.</li> <li>• As required, transport fleet vehicles to and from supplier sites, MOT centres etc., and attend off-site breakdowns.</li> <li>• Investigate and diagnose faults, report findings and carry out all repairs to the current manufacturer's standards, complying with warranty procedures and material.</li> <li>• Along with your line manager and workshop colleagues, ensure parts, materials and tools are ordered and stocks maintained as required.</li> <li>• Carry out regular inspections to check for defects and/or damages of fleet vehicle tyres and wheels, arranging for replacement or repair as required, in a timely manner.</li> <li>• Ensure that parts, materials, and tools are stored safely and kept in good working order at all times.</li> <li>• Take accountability for maintaining a safe working environment by keeping the workshop and associated areas of work clean and tidy.</li> <li>• Advise and educate staff on basic maintenance, preventative measures, and potential consequences of poor maintenance.</li> <li>• Complete all relevant paperwork as required and maintain accurate records and data on repairs and servicing of vehicles.</li> <li>• Ensure clear and accurate written and verbal communications with suppliers, drivers, colleagues and managers at all times.</li> <li>• Support the Plant Fitter team with plant machinery repairs as required.</li> </ul>	

	<ul style="list-style-type: none"> <li>Take responsibility for managing own working time, seeking efficient ways to carry out own workload to maximise output and minimise wastage.</li> <li>Any other duties commensurate with the role as instructed by the HGV Workshop Manager, Transport Manager, Waste, Commodities &amp; Planning Manager and/or Operations Director.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>All individuals have a responsibility, under the Health and Safety at Work Act (1974) and any subsequent regulations, to ensure that the Company's health and safety policies and procedures are complied with to maintain a safe environment for our employees, customers, and site visitors.</li> <li>Challenge staff and site visitors who do not follow the site safety procedures.</li> <li>Assist in maintaining the health, safety, and welfare of people (including yourself)</li> <li>Follow the Company guidelines in reporting faulty or defective equipment.</li> <li>Ensure all staff, customers and visitors are wearing the appropriate PPE.</li> <li>Report any risks or near misses to the Health, Safety &amp; Compliance Manager.</li> </ul>
<b>Personal and Professional Development</b>	<ul style="list-style-type: none"> <li>Undertake any necessary activities to ensure that your own professional qualifications are maintained.</li> <li>Ensure ongoing personal and professional development by participating in performance reviews as requested.</li> <li>Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.</li> </ul>
<b>Confidentiality and GDPR</b>	<ul style="list-style-type: none"> <li>All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018.</li> <li>Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>Support the Company to work within the specific regulations such as governance and frameworks for the industry.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson &amp; Sons (Horwich Ltd), without exception.</li> </ul>
<b>Company Values</b>	

<b>PERSON SPECIFICATION</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	Relevant qualification in heavy goods vehicle repair and maintenance, or compensating work experience Valid Category C licence	
<b>EXPERIENCE</b>	Proven experience in heavy goods vehicle repair and maintenance Skilled in the maintenance of a wide variety of vehicle, plant and machinery, including the safe use of appropriate tools and equipment	Experience working within the recycling, waste, or comparable plant industries Welding experience Experienced in the use of diagnostic equipment

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE</b>	<p>Understanding of health and safety systems, including manual handling and risk assessment</p> <p>Knowledge and understanding of the requirements of working within a time critical process environment</p> <p>Good understanding of HGV service and maintenance requirements</p>	
<b>SKILLS &amp; ABILITIES</b>	<p>Ability to effectively diagnose problems and identify preventative measures</p> <p>Proficient in diagnosis and repairs to hydraulic, mechanical and electrical systems</p> <p>Ability to work effectively, and to meet deadlines, in a fast-paced, high-volume operation</p> <p>Good literacy and numeracy</p> <p>Ability to work under pressure while remaining calm and resilient</p> <p>Excellent communications skills with the ability to build good working relationships at all levels, both internally and externally</p> <p>Able to work proactively, independently and on own initiative</p> <p>Excellent attention to detail</p> <p>Ability to work collaboratively with other areas of the business to maximise productivity</p> <p>Adaptable and able to work effectively as part of a team</p>	
<b>OTHER</b>	<p>Reliable, punctual and good levels of attendance</p> <p>Positive attitude to change and the need for flexibility in planning and behaviours</p> <p>A commitment to the values of J. Dickinson &amp; Sons</p> <p>Holds a full, clean driving licence</p> <p>Demonstrates commitment to own learning and development</p> <p>Relentlessly pursues the highest standards of performance required to deliver the best results for the company</p>	