


## JOB DESCRIPTION

<b>Position/title</b>	<b>HGV Mechanic</b>	
<b>Department</b>	HGV Workshop	
<b>Location</b>	Station Road, Blackrod, Bolton	
<b>Hours</b>	45 hours per week, Monday to Friday, alternating weekly shifts (6am to 4pm / 10am to 8pm) Plus 1 in 2 Saturdays 7am to 12pm	
<b>Job Banding</b>	Band 3	
<b>Reports to</b>	HGV Workshop Manager	
<b>Other Key Relationships</b>	Operations Director Managing Director Trainee HGV Mechanics Transport Manager Waste, Commodities & Planning Manager Logistics Team	Plant Engineering Team Drivers Yard Team Health, Safety & Compliance Team Contractors and Suppliers
<b>General Summary</b>	Responsible for carrying out inspections, MOT preparations, planned preventative maintenance and responsive repairs on our fleet of vehicles in a professional and safe manner, and as required to ensure continuity of operations.	
<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>In conjunction with your line manager, effectively plan and carry out in-house repairs/maintenance and servicing of our fleet vehicles and trailers, using the most economical repair methods (time and cost) to ensure the fleet remains operational with minimal downtime, as well as remaining compliant with the company's operating licence and DVSA regulations.</li> <li>Work in partnership with your line manager, the Transport Manager and Waste, Commodities &amp; Planning Manager to co-ordinate maintenance activity and achieve timely, prioritised maintenance, repair and servicing of our fleet vehicles that meets current legislation, health and safety and DVSA standards, and minimises downtime.</li> <li>As required, transport fleet vehicles to and from external supplier sites and attend off-site breakdowns.</li> <li>Investigate and diagnose faults, report findings and carry out all repairs to the current manufacturers' standards, providing guidance to junior members of the team.</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 damage 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 securely, logged in/out 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>Support the Plant Engineering team with plant machinery repairs where possible.</li> </ul>	

	<ul style="list-style-type: none"> <li>Organise service and repair documentation and any/all other maintenance documentation in accordance with company standards and legal requirements.</li> <li>Comply with warranty procedures during repairs and with warranty material on completion of a repair.</li> <li>Ensure clear and accurate written and verbal communications with suppliers, drivers, colleagues and managers at all times.</li> <li>Report any areas of concern, such as safety/environmental, or any dangerous occurrence such as unsafe practices/near misses/breach of policies and procedures, to the management team, putting forward and acting on suggested improvements/corrections.</li> <li>Take responsibility for managing own working time, seeking efficient ways to carry out own workload to maximise output and minimise wastage.</li> <li>Identify opportunities for improvement across the business.</li> <li>Represent the company in a professional capacity at all times.</li> <li>Any other duties commensurate with the role as instructed by the HGV Workshop Manager, Operations Director and/or Managing 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>	

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
<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 a similar role within an HGV workshop environment  Skilled in the maintenance of a wide variety of vehicles, plant and machinery, including the safe use of appropriate tools, and diagnostic equipment	Experience working with the recycling, waste, or comparable plant industries  Welding experience
<b>KNOWLEDGE</b>	Good understanding of HGV service and maintenance requirements  Understanding of health and safety systems, including manual handling and risk assessments  Knowledge and understanding of the requirements of working within a time critical process environment	
<b>SKILLS &amp; ABILITIES</b>	Ability to effectively diagnose problems and identify preventative measures  Proficient in diagnosis and repairs to hydraulic, mechanical and electrical systems  Ability to work effectively, and to meet deadlines, in a fast-paced, high-volume operation  Good literacy and numeracy  Ability to work under pressure while remaining calm and resilient  Excellent communication skills with the ability to build excellent working relationships, both internally and externally  Excellent attention to detail  Ability to generate and recognise new ideas and opportunities to develop the business  Able to work proactively, independently and on own initiative  Analytical and able to quickly assess issues and recommend and/or implement solutions  Ability to work collaboratively with other areas of the business to maximise productivity  Adaptable and able to work effectively as part of a team	
<b>OTHER</b>	Reliable, punctual and good levels of attendance  Positive attitude to change and the need for flexibility in planning and behaviours  A commitment to the values of J. Dickinson & Sons  Holds a full, clean driving licence  Demonstrates commitment to own and others learning and development  Relentlessly pursues the highest standards of performance required to deliver the best results for the company	