

JOB DESCRIPTION

Position/title	HGV Mechanic	
Department	HGV Workshop	
Location	Station Road, Blackrod, Bolton	
Hours	45 hours per week, Monday to Friday, alternating weekly shifts (6am to 4pm / 10am to 8pm) Plus 1 in 2 Saturdays 7am to 12pm	
Job Banding	Band 3	
Reports to	HGV Workshop Manager	
Other Key Relationships	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
General Summary	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.	
Core Responsibilities	<ul style="list-style-type: none"> 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. Work in partnership with your line manager, the Transport Manager and Waste, Commodities & 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. As required, transport fleet vehicles to and from external supplier sites and attend off-site breakdowns. Investigate and diagnose faults, report findings and carry out all repairs to the current manufacturers' standards, providing guidance to junior members of the team. Along with your line manager and workshop colleagues, ensure parts, materials and tools are ordered and stocks maintained as required. 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. Ensure that parts, materials and tools are stored safely and securely, logged in/out and kept in good working order at all times. Take accountability for maintaining a safe working environment by keeping the workshop and associated areas of work clean and tidy. Advise and educate staff on basic maintenance, preventative measures, and potential consequences of poor maintenance. Support the Plant Engineering team with plant machinery repairs where possible. 	

	<ul style="list-style-type: none"> Organise service and repair documentation and any/all other maintenance documentation in accordance with company standards and legal requirements. Comply with warranty procedures during repairs and with warranty material on completion of a repair. Ensure clear and accurate written and verbal communications with suppliers, drivers, colleagues and managers at all times. 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. Take responsibility for managing own working time, seeking efficient ways to carry out own workload to maximise output and minimise wastage. Identify opportunities for improvement across the business. Represent the company in a professional capacity at all times. Any other duties commensurate with the role as instructed by the HGV Workshop Manager, Operations Director and/or Managing Director.
Health and Safety	<ul style="list-style-type: none"> 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. Challenge staff and site visitors who do not follow the site safety procedures. Assist in maintaining the health, safety, and welfare of people (including yourself) Follow the Company guidelines in reporting faulty or defective equipment. Ensure all staff, customers and visitors are wearing the appropriate PPE. Report any risks or near misses to the Health, Safety & Compliance Manager.
Personal and Professional Development	<ul style="list-style-type: none"> Undertake any necessary activities to ensure that your own professional qualifications are maintained. Ensure ongoing personal and professional development by participating in performance reviews as requested. Identify and undertake activities to develop knowledge, skills and understanding where any gaps have been identified.
Confidentiality and GDPR	<ul style="list-style-type: none"> All staff must maintain the confidentiality of information about the Company, employees, or our customers in accordance with the Data Protection Act 2018. Individuals must not, without prior consent disclose any information relating to the Company, employees, or our customers.
Governance	<ul style="list-style-type: none"> Support the Company to work within the specific regulations such as governance and frameworks for the industry.
Policies and Procedures	<ul style="list-style-type: none"> All employees and site visitors are required to comply with the policies and procedures in place at J. Dickinson & Sons (Horwich Ltd), without exception.
Company Values	 <p>The table row for Company Values contains six circular icons, each representing a company value:</p> <ul style="list-style-type: none"> RECOGNITION: An icon showing a ribbon award with the text "J. DICKINSON & SONS" on it. RESPECT: An icon showing two hands holding a heart. GROWTH: An icon showing a bar chart with an upward arrow. SERVICE: An icon showing a person in a hard hat and uniform with the words "SERVICE", "QUALITY", and "VALUE" around them. TEAMWORK: An icon showing three diverse individuals in work attire. INTEGRITY: An icon showing two hands shaking.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Relevant qualification in heavy goods vehicle repair and maintenance, or compensating work experience	Valid Category C licence
EXPERIENCE	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
KNOWLEDGE	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	
SKILLS & ABILITIES	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	
OTHER	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	