

JOB DESCRIPTION

Job Title:	Vehicle Technician	
Full or part-time role:	Full time – 40 hours per week	
Company:	Supacat Ltd	
Main purpose:	To carry out heavy vehicle workshop activities as tasked by the Workshop Manager primarily in the assembly and maintenance of company products and services.	
Issue & Date:	Issue 05	19/04/2022

SC Group designs and manufactures special purpose machines and equipment. As a SC Group employee you should work as part of the team, being flexible in your approach to your work, fulfilling any reasonable request to do any task that arises and is within your capability. However, the information below provides details on the key responsibilities of your role.

KEY AREAS	Key Responsibilities	Other Responsibilities
	<ul style="list-style-type: none"> To follow detailed work instructions and technical drawings relating to vehicle manufacture, repair and assembly. To carry out servicing, inspection, maintenance and diagnostics of Supacat products to the highest standard. To be quality driven and ensure all relevant documentation is completed correctly and in a timely manner. To ensure the scope and timing of assigned tasks are understood, completed as per requirements and in accordance with relevant working procedures. To work in accordance with current quality procedures and advise any errors or variances to the Workshop Manager. To maintain all tools and equipment in a clean and usable condition; return tools and equipment to the appropriate storage area(s) when not being used. Report defects or damage to the Workshop Manager. To assist in the maintenance of clean, tidy and safe work areas. To work in other departments and locations as and when required. To be prepared to work offsite, abroad and outside normal working hours, including weekends at sometimes short notice To carry out any other duties as are within the scope, spirit and purpose of the job. 	<ul style="list-style-type: none"> To know and understand the Company Handbook and follow the Company's policies with regard to Quality, Health and Safety, Security and IT where appropriate. The main duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act and Official Secrets Act. Confidentiality must be maintained at all times. Ensure all personal data is managed in accordance with company policy.

Employee	Name:	Signature:
		Date:
Manager	Name:	Signature:
		Date:

PERSON SPECIFICATION

	Essential	Desirable
Work based competencies	<ul style="list-style-type: none"> Effectively communicates with all members of SC Group staff Deals with problems and challenges efficiently and effectively Uses initiative and is self-motivated, proactive not reactive. Be aware of time pressures, while ensuring that the appropriate levels of quality and documentation are delivered. Be able to demonstrate excellent customer services and care. Able to interpret engineering drawings 	
Behavioural competencies	<ul style="list-style-type: none"> Approachable and dependable Able to lead and mentor Logical and thorough approach to record keeping Able to meet deadlines and control budgets Drive to achieve quality in all that he/she does Be flexible and adaptable to support the nature of work undertaken by Supacat. 	
Qualifications & experience	<ul style="list-style-type: none"> NVQ level 3 in motor vehicle repairs or similar mechanical background (Time served apprenticeship) Worked as part of a team in a workshop environment 	
Organisational fit	<ul style="list-style-type: none"> Able to work as part of a team Communicates honestly, openly and positively Able to work on your own initiative and maintain your own motivation Able to work on an outcome related performance system Has a positive approach to problems Understands and promotes the benefits of company core values Has the desire and ability to contribute to the company as a whole 	