

Job Description	
Job Title: HGV Mechanic Apprentice	Reports to: Garage Supervisor
Grade: N/A	Role Profile: N/A
Based at: SARVAL Ltd, Hartshill	Mobility/travel: No
<p>Primary Purpose of the Role:</p> <p>To join a team of experienced Fitters and willing to learn all forms of trailer fitting from them. To initially to start on days and transfer onto shifts, with a fellow Fitter, once qualified. Must be enthusiastic and willing to learn and attend other courses where necessary i.e. FLAST, Jaltest, Welding and become a valued member of the Team.</p> <p>To carry out the role whilst ensuring health and safety procedures are followed at all times, ensuring that high levels of productivity, attendance and customer satisfaction are maintained.</p>	
<p>Key Duties and Responsibilities:</p> <p>Your duties and responsibilities will include but are not limited to the following:</p> <ul style="list-style-type: none"> • Carrying out vehicle inspections. • Preparing vehicles for MOT. • Ongoing maintenance of plant equipment i.e. FLT, cherry pickers, site shunters and rigid vehicles. • Brake testing vehicles when required. • General housekeeping/stock control of the garage. • Undertaking repairs to vehicles. <p>General:</p> <ul style="list-style-type: none"> • To work in a manner that reflects equal opportunities values; treating others with dignity and respect whilst taking into account the needs of colleagues and customers. • Providing high standards of quality whilst promoting, building and maintaining effective working relationships with colleagues, suppliers and customers. • Identifying training needs relevant to the job and participating in any training and development as required. • Maintaining high levels of personal motivation, attendance and conduct. 	
<p>The post holder's duties must be carried out in accordance with policies and procedures of SARIA Ltd including, but not limited to the Equal Opportunities, Harassment and Bullying Policy, the Health and Safety at Work Act 1974 and other subsequent health and safety legislation. These duties should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities for the Company, commensurate with the grading of the post.</p>	
<p>Key Relationships:</p> <ul style="list-style-type: none"> • Transport Manager • Garage Supervisor • Drivers 	

Person Specification		
		E = Essential / D = Desirable
Education and Qualifications	<ul style="list-style-type: none"> Minimum A-C grades GCSE including Maths and English 	E
Knowledge	<ul style="list-style-type: none"> Understanding of basic Health and Safety principles. 	D
Relevant Experience	<i>Not Applicable</i>	
Skills and Competencies	<ul style="list-style-type: none"> Good attention to detail. Excellent communication skills. Ability to learn to skills quickly and effectively. 	E E E
Attitudes and Behaviours	<ul style="list-style-type: none"> An inquisitive and questioning mind and a desire to learn from others. Be able to work well in a team, and on own. Time aware and able to work to/meet tight deadlines. Be able to work well under pressure. Ability to multi-task and prioritise workload. 	E E E E E
Decision Making	<ul style="list-style-type: none"> To be able to escalate decision making to your supervisor, as required. 	E
Working Demands	<ul style="list-style-type: none"> Site/Garage based. Ability to work flexibly to undertake a wide range of tasks. 	E E
Working Arrangements	<ul style="list-style-type: none"> Full time, permanent. 	E