

ROLE PROFILE

Vehicle Mechanic

Reporting to:

Maintenance Manager

Role purpose:

To provide specialist skills in repairing and servicing company vehicles such as vans, buses, cars, golf buggies and bicycles in accordance with the DVLA regulations

Responsibilities

- Role model the company values and behaviours at all times: Hospitality, Passion, Trustworthiness, Excellence, Stewardship, Kindness
- Manage incoming jobs to be completed at agreed times
- Take on any urgent, short-notice jobs without major impact on job schedule
- Examine any reported faults then repair them to a high standard, sourcing any parts required and recording action taken
- Diagnose issues with vehicle engine and mechanical/ electrical components/ lubricating fluids/ parts etc.
- Repair or replace broken or dysfunctional parts and fix issues e.g. leaks
- Retain logs on work undertaken
- Conduct routine maintenance work aiming to maximise vehicle functionality and longevity
- Maintain tools and equipment in good condition
- Be a friendly face of the company when talking to team members or visitors to the workshop

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| <p>Progression in role:</p> <p>Entry</p> <ul style="list-style-type: none"> • Interpersonal skills • City and Guilds/ apprenticeship (TBA) • Proven experience as vehicle mechanic • Motor Vehicle Mechanic Level 2 City & Guilds or equivalent, working towards Level 3. • Excellent knowledge of vehicle diagnostic systems and methods • Good organisational & planning skills. • Methodical approach with good attention to detail. • Provide information to allow records to be updated • Problem-solving abilities • Able to work flexible hours, including weekends • Driver with clean licence | <p>Training for role</p> <p>Company orientation and induction General health and safety COSHH Fire safety Moving and handling Working at height GDPR Keep up to date with new vehicles diagnostics and systems as required</p> |
| <p>Competent – three months</p> <ul style="list-style-type: none"> • Jobs completed to standard and deadlines • Manages workload well • Demonstrates a 'can do' approach • Works on own initiative • Observes all health and safety precautions • Is flexible and helps others where required • Friendly and hospitable to holidaymakers and owners • Is familiar with all health and safety instructions relevant to work area • Adheres to all current legislation pertaining to fire and workplace health and safety | <p>Diversity and Inclusion</p> |
| <p>Advancing</p> <ul style="list-style-type: none"> • Is always responsive and proactive • Helps train new colleagues in skills they are not familiar with • Finds creative solutions to extraordinary situations | |
| <p>Excellence</p> <ul style="list-style-type: none"> • Excellent standard of repair and solution • Always mindful of budget • Influential among the team in a positive way • Looks to be consistently proactive • Owners and holidaymakers name the person in positive feedback | <p>Coaching and mentoring</p> |
| <p>Key measures</p> | |

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| Safety of vehicles Time to repair TBA | |
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