**Job Description**

**Maintenance Fitter (Mechanic)**

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| **Job Details** |

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| Reporting to: Car Spares Manager |  | Date: 1st December 2013 |

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| Department: Car Spares / Metal Recycling |  | Location: Wokingham  |

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| Responsible for: Maintain, service and repair all A1 Group’s fleet of vehicles |

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| **Job Summary** |

The Maintenance Fitter is required to maintain, service and repair all A1 Group fleet of vehicles including Lorries, trucks, vans and cars. They will diagnose a wide variety of technical issues then fix those problems by repairing or replacing some parts for these vehicles. They perform restorative and preventative work on gears, brakes, engine, air conditioning, security features, fuel pump, etc. The Maintenance Fitter uses their advanced knowledge about functioning of many vehicle systems to ensure that the fleet of Company vehicles are roadworthy and repair time required is minimal.

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| **Key Responsibilities** |

**Responsibilities**

* Diagnoses potential vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements
* Locating faults and diagnosing technical issues and on all A1 Group vehicles and repairing these in and effective and efficient manner to ensure that the company vehicles are road worthy
* Arranging for spare parts when required for all breakdowns with suppliers
* Writing reports about repairs, maintaining documentation (e.g. vehicle maintenance records) for the purpose of ensuring fleet is maintained, and in correct working order at all times
* Ensuring the time that A1 Group vehicles are off the road for repair is minimal
* Responding to emergency situations for the purpose of resolving immediate safety concerns
* Working out the estimated time and cost for jobs
* Testing the vehicles to check the repair work has been successful
* Fitting and servicing accessories like radios and alarms
* Carrying out standard servicing and checks on A1 Group vehicles
* Any other reasonable task required by the company

**Key Skills**

* An interest in motor vehicles
* Enjoy practical and manual work
* Reasonable level of physical fitness
* Eye for detail
* Good hand-eye coordination
* Good oral and written communication skills
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name:  |  | Date:  |

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| Signature:  |

**Manager:**

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| Name:  |  | Date:  |

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| Signature:  |