**Job Description**

**Driver Maintenance Operative**

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| **Job Details** |

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| Reporting to: Driver Maintenance Supervisor  |  | Date: 1st December 2013 |

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| Department: Operations  |  | Location: Wokingham  |

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| Responsible for: Driver Maintenance  |

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| **Job Summary** |

The Driver Maintenance Supervisor undertakes duties such as general maintenance of company vehicles as and when required by the business and ensures they are safe and fit for purposes in order to conduct any company’s business.

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| **Key Responsibilities** |

* Undertake duties such as general maintenance as and when required by the business
* Maintaining regular contact with the General Manager, Area Manager and colleagues to obtain instructions and resolve problems.
* Using their experience and knowledge in general maintenance to provide advice and guidance and to make informed decisions which will support the safe maintenance of the business
* Reporting all unsafe stock, items or issues which cannot be rectified to the Area Manager or a senior member of staff.
* Communicating with colleagues and know who to contact to seek information needed to carry out work.
* Working collaboratively with all colleagues to respond to maintenance requirements.
* Agreeing a works schedule and report any difficulties to the Area Manger
* Ensuring work is carried out to acceptable standards in accordance with the specifications, relevant legislation and industry best practice.
* Maintaining an awareness of the business to ensure maintenance work is carried out with minimal disruption.
* Ensuring all paperwork required for Health & Safety
* Determining the most cost effective and expedient solution.
* Carrying out repair/installation as necessary.
* Undertaking both responsive and planned maintenance tasks to stock and vehicles owned by the business.
* Executing workmanship to a high standard and ensure it is carried out in strict compliance with the Health and Safety at Work Act, and any other relevant legislation covering safety in the workplace for self and others.
* Carrying out inspections of plant and vehicles to determine the extent of the repair, maintenance or installation required. Having diagnosed the fault carry out the most cost effective and expedient repair and, on completion of the works, to record the job using the appropriate administrative procedure

**Key Skills**

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* 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
* Good product knowledge upon completion of in-house training
* Customer service or client management

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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:  |