**Job Description**

**Maintenance Fitter (Mechanic)**

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| **Job Details** |

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| Reporting to: Car Spares Manager |  | Date: 1st February 2018 |

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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** |

* 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

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| **Key Skills**  |

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

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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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:  |