

JOB PROFILE - APPRENTICE

Job Title: **Apprentice HGV Technician**

Reports to: **Depot Manager**

Accountable to: **Depot Manager**

Main Purpose of Role:

This is an apprenticeship and will require the post-holder to attend regular training courses & manufacturer product training. The post-holder will be expected to meet the performance targets and attendance requirements of the Scania Apprenticeship Scheme and complete all assignments and exams to enable completion of the course. Apprentices are also required to maintain high standards of conduct and attendance at work and the training school. Regular reviews will take place and reports will be provided to Keltruck by the training school.

Reporting to the Depot Manager, the post-holder will assist in the regular maintenance & repair of customers vehicles & trailers, competently and efficiently in order to maintain good road safety and operational reliability.

Particular areas of responsibility will be to: -

- Attend all training days, ensuring all assignments and exams are completed within agreed timescales to a satisfactory standard
- To assist in routine maintenance and repairs on all makes of vehicles and trailers using appropriate equipment and tools in a safe and economical manner.
- To assist in diagnosing and rectifying all types of faults.
- Assist in ensuring all customers and company vehicles are handled with care and all reasonable steps are taken to return the vehicle in a clean and tidy condition on completion of work undertaken.
- Ensure all aspects of Health and Safety regulations and safe working practices are adhered to, including the mandatory wearing of personal protective equipment (PPE) and machine guarding.
- Maintain a high standard of cleanliness and tidiness in all areas of the business in order to maintain the company image and a safe working environment.
- Maintain high levels of attendance and conduct at all times
- Maintain an up to date knowledge of products and to attend training courses as required.

Apprentices should be able to demonstrate: -

1. Ability to organise own work.
2. Ability to seek solutions to problems.
3. Good verbal & written communication skills.
4. Customer care skills.
5. Flexibility to undertake a wide range of tasks.
6. Awareness and understanding of health and safety requirements.

N.B. Apprentices will NOT attend breakdowns, until at least having attained the age of 18 and then only when accompanied by a trained member of staff and after all Health & Safety training and documents have been completed.