

## **Job Profile Bodyshop Technician**

Reporting to the Bodyshop Manager, the post holder will help with the smooth daily operation of the Bodyshop Department, working within a strong team environment.

Working Monday to Friday and possible Saturday mornings (*paid at the applicable overtime rate*) the post holder will be expected to show a reasonable degree of flexibility of working hours to cover holiday and sickness when required.

Bodyshop Technicians are responsible for the repair of damaged vehicles / trailers, and the preparation of new vehicles.

### **Particular areas of responsibility will be: -**

- Carry out damage repairs on all makes of vehicles and trailers to DVSA road worthiness standard which may include strip and fit / panel repairs / prepare and paint / fabrication and welding / assist with estimating process
- Ensure all vehicles worked on are handled carefully with all precautions taken whilst on these premises.
- Liaise with parts department to attain parts
- Health & Safety regulations and safe working practices are always to be adhered to.
- Ensure appropriate clocking is made and all job cards are completed in a timely manner.
- Maintain a high standard of cleanliness and tidiness.
- Thorough and current product knowledge to be maintained and training courses attended as required.
- Adhere to environmental guidelines ensuring all substances, spillages and waste are addressed in the correct manner.
- All work is to be undertaken in adherence to the site Permit conditions.
- General duties as determined by your line manager

### **Candidates should be able to demonstrate: -**

- Ability to work within given guidelines and to strict deadlines
- Ability to actively seek solutions to problems
- Ability to work as a part of a team
- Good verbal communication skills
- Excellent customer service skills
- Flexibility to undertake a wide range of tasks
- Awareness and understanding of Health & Safety requirements

### **Particular experience / skills that will be regarded as ideal are: -**

- Technical qualification (City and Guilds Level 3 or NVQ qualified technician)
- HGV licence
- Forklift licence
- Current driving licence
- Main dealer experience