

JOB PROFILE**WORKSHOP DRIVER**

Job Title: Workshop Driver
Reports to: Workshop Supervisor
Accountable to: Branch Manager

Reporting to the Workshop Supervisor, the post holder will undertake regular housekeeping, maintenance and driving duties in and around the workshop / depot area.

Particular areas of responsibility will be to: -

- Collection and delivery of customer vehicles and take vehicles for annual MOT
- Monitor and control site parking within areas of control
- Duties including the operation of forklift trucks if required, dependant upon holding correct licence.
- Ensure 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
- Ensure that all aspects of Health & Safety regulations and safe working practise are adhered to including the mandatory wearing of personal protection equipment (PPE) and use of machine guarding where required

The above list is not exhaustive and as expected in a position of this nature the employee would be expected to attend to any duty requested as may be deemed necessary to ensure the depot is maintained to Company standard.

Candidates should be able to demonstrate: -

1. Ability to organise work on own initiative.
2. Ability to work under pressure
3. Ability to actively seek solutions to problems.
4. Flexibility to undertake a wide range of tasks.
5. Excellent awareness and understanding of health and safety requirements.

Qualifications required

- Clean valid driving licence
- LGV Licence
- ADR Licence would be an advantage