

## SHIFT FOREMAN

The position is for an experienced HGV Workshop Foreman responsible for organising and conducting a working shift, Maintaining commercial vehicles and trailers to MOT standard. & Supporting the management team. This position is accountable to Mr Daniel Walley, Branch manager

Location: Nottingham

Monday – Friday 40 hours – alternate shifts

6.00am – 14.00pm / 14.00pm – 22.00pm (inclusive of a 40-minute paid break)

### Your tasks

- ✓ Carry out routine maintenance and repairs on all makes of vehicles and trailers to VOSA standard
- ✓ Diagnose and rectify all types of faults
- ✓ Attend disabled vehicles at the roadside or at customer's premises
- ✓ Ensure all vehicles worked upon are handled carefully and that all precautions are taken whilst on the premises
- ✓ Liaise with parts department to attain parts
- ✓ Ensure Health & Safety regulations and safe working practices are adhered to
- ✓ Ensure appropriate clocking is made, all job cards and service sheets are completed in a timely manner
- ✓ Maintain a high standard of cleanliness and tidiness
- ✓ Maintain a thorough and current product knowledge and attend training courses
- ✓ Work to set management guidelines
- ✓ Conduct and manage a working Shift

### Your experience/ skills

- ✓ Ability to work within guidelines given and to strict deadlines
  - ✓ Ability to work under pressure
  - ✓ Ability to actively seek solutions to problems
  - ✓ Ability to work as part of a team
  - ✓ Good verbal communication skills
  - ✓ Excellent customer care skills
  - ✓ Flexibility to undertake a wide range of tasks
- Awareness and understanding of health and safety requirements

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

- ✓ Technical qualification (City & Guilds or NVQ qualified technician) or proven experience repairing & maintaining vehicles
- ✓ ADR
- ✓ Current driving licence
- ✓ IRTEC inspection licence
- ✓ Previous Chargehand/supervisory role experience

### Additional information

For any questions related to this job, please speak to Mr Daniel Walley, Branch Manager on +44 (0)115 986 5121

### Application Process

Applications should be submitted to [Daniel.Walley@keltruck.com](mailto:Daniel.Walley@keltruck.com)