

**JOB PROFILE****MOT (VOSA) LANE SUPPORT OPERATIVE**

**Job Title:** MOT (VOSA) LANE SUPPORT DRIVER

**Reports to:** Workshop Controller

**Accountable to:** Branch Manager

Reporting to the Workshop Controller, the post holder will undertake regular house-keeping, maintenance and driving duties in and around the workshop / depot area.

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

- Act as the local day to day contact for the on site VOSA examiner (S).
- Liaising with the MOT booking and workshop team to provide maximum efficiency through the smooth running of the lane.
- Carry out MOT lane support activities including pre checks, loading / unloading of vehicles for brake roller testing.
- Ensure all paperwork is accurate and that preparer ID's are correctly allocated.
- Monitor and control site parking within areas of control.
- Duties including the operation of fork lift 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.
- Cover collection and delivery of customer vehicles as may be required (i.e. non testing days).

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. A good understanding of the VOSA Testers Manuals and there interpretation.
2. Ability to organise work on own initiative.
3. Ability to work under pressure and allocated booking times.
4. Ability to actively seek solutions to problems.
5. Flexibility to undertake a wide range of tasks.
6. Excellent awareness and understanding of health and safety requirements.

**Qualifications required**

- Clean valid driving licence.
- LGV Licence.
- ADR Licence would be an advantage.
- Driver CPC would be an advantage.
- Fork Lift Truck Licence(s).