

Job Description

Job Title: LCV Mobile Technician**Responsible To:** VMU Manager**Location:** Mobile Via Tunbridge Wells**Hours of Duty:** 40**Name of Post Holder:**

Role Summary: To provide mobile, onsite coverage for maintenance, defects & repairs to LCV vehicles on the contract hire & rental fleet. Visits as required to Tunbridge Wells VMU for stock checks & mobile equipment checks.

Key areas of responsibility:

- Responsible for completing all relevant service paperwork.
- Adhere to the company's policies and procedures at all times.
- Responsible for the upkeep & presentation of the service vehicle provided by the company.
- Working in accordance to health and safety guidelines at all times.
- Reporting to the Operations team of any rechargeable work.
- Completion of vehicle maintenance as and when required.
- Working to agreed job times.
- Advise customers/Operations team of any preventative maintenance that is required.
- Offer help and support to the Maintenance Cost Controllers with any cost queries that may occur from other suppliers.
- Management of stock.
- Completion of job cards/timesheets.

General Responsibilities:

1. Prioritise workloads on a day to day basis
2. Effectively manage time to ensure workload remains up to date
3. Excellent customer communication and administration at all times
4. Courteous, helpful and professional interpersonal and telephone manner with customers, colleague and suppliers
5. Take absolute pride in everything you do to deliver excellence and customer intimacy
6. Use competent and sound commercial acumen and initiative on all occasion organising workload and resources
7. Total confidentiality

Internal Key Relationships:

- Workshop Staff
- Operations Staff
- Rental Staff
- Finance

External Key Relationships:

- Customers
- Suppliers

LCV Mobile Technician

Person Specification

| Requirements | Essential | Desirable |
|--|--|--|
| Education, qualifications, and experience | <ul style="list-style-type: none"> • LCV Technician Level 3 • Driving license • 3 years' experience + | <ul style="list-style-type: none"> • Class 2 driving license • |
| Skills, ability, and knowledge | <ul style="list-style-type: none"> • Good communication skills • Excellent Time Management • Diagnostic knowledge | <ul style="list-style-type: none"> • Knowledge of IT systems |
| Personal Qualities | <ul style="list-style-type: none"> • Ability to work of own initiative • Adaptable and self-motivated • Flexible • Strong work ethic | |

Signed:
(Post Holder)

Date:

Signed:
(On behalf of Prohire Limited)

Date: