



GS Plus Ltd

JOB DESCRIPTION

SECTION Fleet Management

GRADE Craft

POST: Vehicle Engineer/Fitter

SPINAL POINT:

General Duties

GS Plus Ltd is a leading provider of transportation solutions, specializing in maintaining and servicing all classes of vehicles including Heavy Goods Vehicles (HGV) and Public Service Vehicles (PSV), Electric Vehicles, Car derived Vans & Cars. With a commitment to excellence, we ensure the safety and reliability of our fleet as well as external customer vehicles/Fleet.

As an HGV/PSV Mechanic at GS Plus Fleet Management, you will play a crucial role in ensuring the operational efficiency, safety, and reliability of our fleet and external customer vehicles. You will be responsible for performing a variety of maintenance and repair tasks, diagnosing mechanical issues, and conducting routine inspections to guarantee compliance with industry & operational standards.

Specifically

1. Attending breakdowns as required undertaking a detailed assessment of the situation and fault diagnosis and ensuring either that the fault is rectified, or planning for its collection from the roadside, including recovery of the vehicle.
2. Liaising with Manager/Supervisors and Fleet Management admin staff to discuss job orders and to where necessary agree variations to orders before undertaking work.
3. Where necessary to liaise directly with our internal customers, to make arrangements for bringing the vehicle into the workshop and keeping them advised of any variations or delays as soon as practically possible.
4. Driving a customer's vehicle as necessary, including LGV, HGV and PCV vehicles.
5. Ensure that stocks of materials & equipment used and kept in the workshop are Health and Safety tested and maintained to the levels specified by management and reorder as necessary via the office.



6. Ordering new parts and fit as appropriate or use appropriate materials etc to undertake immediate repairs as necessary.
7. Working alongside other tradespersons and where necessary undertake minor repairs in associated trades.
8. To carry out DVSA testing including the use of computerised systems as and when required
9. To have due regard to the provisions of Health and Safety legislation at all times and advise supervisors or customers of safety matters where there is a real or perceived threat to health and safety and take immediate measures to address those.
10. To keep accurate and legal records of all work undertaken and completed in line with the department of transport regulations. To record all times for each task undertaken and ensure that records are passed promptly to the supervisors for authorisation and payment.
11. Keeping up to date with all the latest technologies, systems and developments in specialised vehicles, HGV, PCV, cars and vans, participating in related mandatory/statutory training. Maintaining appropriate accreditations in line with legal requirements.
12. To deal with members of the public in respect of MOT testing of public vehicles.
13. On behalf of Fleet Management presenting vehicles over 3.5 ton to designated DVSA test centre. Ensure that the Council's OCRS score maintains its "green" status and that an MOT pass rate to support this is achieved at all times.
14. To carry out repairs on agricultural/ horticultural/ arborist plant as and when required.
15. To respond to emergency, call out as appropriate and in the event of a customer emergency to attend and assist as required.
16. Occasional supervision of staff temporarily assigned, including apprentices and work experience placements. To champion our apprenticeship scheme to train new Motor Vehicle Technicians
17. To carry out all duties with due regard to the provisions of health and safety regulations and legislation, the equal opportunities and customer care policies and New Technology agreement.
18. Interact with external customers to understand their vehicle maintenance & repair needs.



19. Provide exceptional customer service and communicate effectively regarding repair timelines and cost estimates.
20. Conduct routine maintenance on electric vehicles to ensure optimal performance and longevity. Diagnose and repair electrical and mechanical issues efficiently. Perform battery system diagnostics, replacements, and repairs.
21. Utilize diagnostic tools and software to identify and address electric vehicle system malfunctions. Implement effective solutions for complex electrical and electronic problems. Stay updated on the latest electric vehicle technology advancements.
22. Conduct advanced-level diagnostics on a wide range of vehicles, identifying complex mechanical and electrical issues. Execute intricate repairs on engines, transmissions, braking systems, and other critical components. Specialize in diagnosing and resolving challenging and unique automotive problems.
23. Maintain cleanliness within the workshop at all times, follow and comply with company guidelines and policies regarding health and safety, adhere to all risk assessments that are in place.

DESIGNATION OF POST TO WHICH POSTHOLDER NORMALLY REPORTS:
Fleet Management Workshop Manager/ Supervisor

**Signature of
Originator** _____

Date _____

**Signature of
Post Holder** _____

Date _____

Person Specification

Experience / Skills Required	Essential / Desirable
Experienced Skilled HGV Engineer – experience of a mixed vehicle fleet (e.g., refuse vehicles and plant etc) City and Guild qualified or equivalent.	E
Applicant to hold a full clean UK/EU driving licence, and have been driving for at least one year, also HGV Licence – Minimum Category C. or PCV Licence.	E
Applicant must not have any of the following motoring offences: - A) Six points in any single offence. B) Driving under the influence of alcohol or drugs. C) Dangerous driving. D) Driving without due care & attention. E) Have served a driving ban of any kind.	E
Knowledge off all aspects of mixed transport fleet including diagnostics and repair of modern technologies (EV/ADAS) Sound knowledge of prescribed standards of roadworthiness of commercial vehicles, ability to prepare and present HGV's and PCV's for DVSA inspection.	E
Able to work to instructions and also work within a team and own initiative.	E
Ability of work in pressurised environment and meet deadlines.	E
Awareness of working to a contract – time limits, Prices, costs, parts, specific, request from clients.	E
Knowledge of Health & Safety issues – awareness of PPE and equipment to be used.	E
Ability to work and promote the council's Equal Opportunities Policy	E
Satisfactory attendance record over the past 12 months (normally not more than 6 days and / or 4 periods of absence in the previous 12 months). However, personal circumstances will be taken into account.	D
MOT class 4/5/7 Licence,	D
IRTEC HGV/PCV Inspectors Licence	D
LOLER Licence	D
Level 3/4 qualification in Electric Vehicle repair	D
PCV/DI/ Forklift / HIAB Licence	D
Air con refrigerant handling Licence	D
TIG/MIG Welding qualification	D