



Job Specification

For: GSE Technician

Ref: VR/01303

Job Description

Responsible To: Workshop Supervisor
Department: Workshop
Location: Edinburgh

Main Purpose of the Job:

- Undertake repairs and maintenance of TCR and associated vehicles to the required standard.
- Adhere to corporate health and safety guidelines, ISO 9001 framework and guidelines on vehicle maintenance.

Main Duties and Responsibilities:

- Repair vehicles and plants as requested by the Workshop Supervisor
- Carry out inspections and brake and smoke testing.
- Diagnose and inform the Workshop Supervisor of all work and parts required before commencing job and advise of any further work or parts identified immediately.
- Complete work orders and inspection sheets correctly to current point of repair and hand in to the Workshop Supervisor at the end of each shift.
- Detail all non-productive time on the relevant work order for authorisation by the Workshop Supervisor
- Present work orders at stores to enable parts to be supplied.
- Inform the Workshop Supervisor of any VOR parts immediately.
- Include all booked parts used from workshop on work orders and use the parts sheet to record all parts taken out of hours.
- Label parts and put them onto correct shelves, e.g. warranty or exchange unit
Inform the Workshop Supervisor immediately upon job completion.
- Accurately complete and hand in manual daily timesheet after each shift

Outcome, Results and Key Performance Indicators:

- General quality of repair or maintenance work
- Use of swipe number (not initials) on timesheets and work order at all times
General quality of paperwork.
- Write ups must be concise and accurate.
- Use time scanning system at all times.

Job Specification provided by:

Sappers Network
RHQ RE, Ravelin Building
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Health and Safety Requirements:

- To act responsibly and to do everything possible to prevent injury to self and others.
- Observe all rules and appropriate operating procedures/instructions regarding safety at all times.
- Correctly use safety equipment, protective devices and PPE (where applicable)
- Inform Supervisor of accidents, dangerous occurrences, near miss events, damage or potentially dangerous situations, regardless of injury
- Cooperate in the investigation of accidents or incidents.
- Report unsafe or defective plant, tools, equipment, PPE, practices, methods or other hazards.
- Participate in improving health and safety in the workplace by making suggestions to the Senior Operations Manager, Workshop Supervisor or Safety Representative

ISO Requirements:

- Adhere to Company Quality, Health and Safety and Environmental policies
- Follow Safe Systems of Work procedures in line with the ISO9001, ISO14001 and OHSAS18001 management system framework
- Adhere to compliance obligations, needs and requirements.
- Ensure all elements of work/documentation/service are complete, adhering to ISO9001 requirements.
- Ensure suitable identification and segregation of waste is compliant to ISO14001 regulation.
- Ensure all activities are performed in a safe manner, ensuring procedures for incident reporting, near misses etc. are followed (IMS)

Key Relationships:

Workshop Supervisor Technicians Senior Operations Manager Customers

Knowledge and Skills:

- Motor mechanics
- Analytical and numerate
- Good communication skills
- Customer oriented/service delivery focused
- General knowledge of health and safety regulations

Experience:

- Operational vehicle/logistical background
- Experience of working in a customer focused environment
- Experience in the vehicle maintenance sector

Qualifications:

- City and Guilds or equivalent qualification in Motor Mechanics (essential)
- LGV 2 (desirable)

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- Forklift (desirable)

Behavioural Capabilities:

- Ability to deal effectively with people at all levels
- Good team player, willing to listen and take on new ideas
- Self-motivated with good organisational skills
- Professional, proactive approach
- Ability to quickly assess and resolve problems
- A flexible and adaptable manner

Compiled by : **Fiona Louch**
Compiled on : **05/09/24**

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