### **Job Description – LGV Workshop Supervisor**

**Employee**:

**Department:** Vehicle Maintenance

**Title**: LGV Workshop Supervisor

**Reporting to**: LGV Workshop Foreman

**Role**

* To abide by the Company Health and Safety Policy and Procedures as well as promote a positive approach to Health & Safety in the workplace.
* Assist the Workshop Foreman in coordinating the daily activities of workshop staff and be a business lead in ensuring vehicles and ancillary equipment are maintained in accordance with industry standards.
* Monitor workflow and ensure all tasks are completed efficiently and on time.
* Where required communicate completed works or vehicle maintenance issues to Vehicle Maintenance Manager, Workshop Foreman, Service Delivery Managers or relevant Traffic Planners.

**Reporting Relationships**

Responsible for:

* LGV Mechanics
* LGV Apprentices

# **Scope**

**General**

1. To assist the Workshop Foreman in making sure that all aspects of internal vehicle maintenance compliance is to the standard as set out in the DVSA’s guide to maintaining roadworthiness.
2. Ensure that the chosen software for recording of all maintenance events and asset management is updated when you carry out and maintenance activities on the fleet.
3. Ensure that vehicles and equipment are maintained in a timely manner with no undue delays.
4. Maintain effective and constructive communication with other key colleagues daily.
5. Monitor and/or repair any defects found on driver vehicle walkaround checks.
6. Obtain correct authorisation for any expenditure.
7. To ensure correct PPE is worn or used where required
8. Ensure good housekeeping is adhered to and the workshop is kept clean and tidy.
9. Communicate any issues that arise in the workshop to the Workshop Foreman or Vehicle Maintenance Manager.
10. Train and mentor new workshop staff and evaluate ongoing performance.
11. To carry out any other tasks as instructed by the Workshop Foreman or Senior Management which are in keeping with the job role.

In the event that the role changes and develops the scope of the job description may change.

**Key Job Elements**

* Organisational Skills - Making sure all maintenance records are up to date and compliant, capable of adapting to operational challenges.
* Good understanding of current legislations and keeping up to date with any legislative changes.
* Leading a team to achieve the companies expected standards of compliance and vehicle maintenance.
* Being Pro-Active and using initiative – capable of thinking of solutions to problems, looking for ways to make the company more efficient and/or more profitable without being instructed to do so first.
* Approachable attitude – able to build good relationships with colleagues, contractors and suppliers

The role responsibilities may change and develop as the role progresses

**Knowledge Skill and Experience**

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| **KNOWLEDGE**  **Essential**  KE1 – Knowledge of transport operations and Operator Licencing requirements  KE2 – Knowledge of DVSA’s Guide to Maintaining Roadworthiness and categorisation of defects  **Desirable**  KD1 – Knowledge of vehicle ADR regulations concerning the carriage of dangerous goods by road | **SKILLS**  **Essential**  SE1 – Well organised  SE2 – Good communications skills written and verbal  SE3 – Proficient IT skills  **Desirable**  SD1 – IOSH Leading Safely |
| **EXPERIENCE**  **Essential**  EE1 – Experience within a vehicle maintenance workshop  EE2 – Operators Licence Vehicle Maintenance Compliance  **Desirable**  ED1 – Experience in the Waste Industry | **QUALIFICATIONS**  **Essential**  QE1 – IRTEC Inspection Technician (will be provided in first 6 months of employment)  QE2 – Good level of education  QE3 – Category C Drivers Licence  **Desirable**  QD1 – Category CE Drivers Licence |

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**Philip Leeming**

**For and on behalf of**

**Associated Waste Management Ltd 20/08/25**

Please read, sign and return one copy to HR Department**.**