

JOB DESCRIPTION

This role description lists the main functions required to be performed by the employee. It is not designed to be a comprehensive list of all duties, responsibilities and qualifications required of the employee. As such, this role description may be adapted locally to suit the markets structure and size.

Lawn Farm Business Park,
Venture Road, Woolpit,
Bury St Edmunds, Suffolk.
IP30 9RZ

JOB TITLE: Apprentice HGV Technician (Bury St Edmunds)

REPORTS TO: Depot Manager

Level 3 Heavy Vehicle Service and Maintenance

Technician - [Heavy vehicle service and maintenance technician / Institute for Apprenticeships and Technical Education](#)

SUMMARY OF JOB DESCRIPTION

The HGV Technician Apprentice's role within TruckEast is to learn the fundamentals of and carry out maintenance on commercial vehicles and trailers to MOT standard with the support of qualified Technicians.

Essential duties and responsibilities

To perform this role successfully, an individual must be able to assist and evidence development throughout the course of their apprenticeship to perform each essential duty satisfactorily.

- Learn the fundamentals of Heavy Vehicle technologies incl. Heavy Vehicle chassis, engine, fuels, transmissions, hydraulic and air braking, electrical systems and testing
- Training in how to: service, maintain and repair Scania trucks which have the latest technology
- Set up accessories and specific equipment on the vehicles
- Ensure all vehicles worked upon are handled carefully and that all health and safety precautions are taken whilst on the premises
- Ensure appropriate work logs are kept for all vehicles, all job cards and service sheets are completed in a timely manner
- Always represent TruckEast in a professional and courteous manner when dealing with customers, colleagues and 3rd parties
- Liaise with parts department to attain parts
- Ensure Health & Safety regulations and safe working practices are adhered to
- Maintain a high standard of cleanliness and tidiness
- Maintain a thorough and current product knowledge and attend all training courses
- Carry out vehicle audits for fleet vehicles.

Candidate requirements

To perform this role successfully, an individual must meet the minimum qualifications. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and/or Experience

- GCSE grade 4 or C in Maths and English, or,
- Level 2 functional skills in Maths and English

Essential Knowledge, Skills and Abilities

- Willingness to learn new skills and knowledge
- Flexibility to undertake a wide range of tasks
- Ability to work under pressure
- Computer literate
- Possess excellent accuracy and numeracy skills
- Awareness and understanding of Health and Safety requirements
- High level of attention to detail with a clear positive attitude to work
- Ability to work within guidelines and to deadlines
- Ability to work as a team
- Solution-driven approach
- Excellent customer care skills
- Good written and oral communication skills
- Determination to succeed

Desirable Knowledge, Skills and Abilities

- Fork-lift licence (FLT)
- Current driving licence

Off the Job Training completed via block release at different sites around the UK – further detail will be provided during the interview stage or applicants can contact TruckEast for further information.

To apply for this role, please register your interest by emailing your CV and accompanying letter to: apprenticeships@suffolk.gov.uk