

Job Description for Vans 365

LCV Workshop Manager

Job Vacancy: Workshop Manager – Light Commercial Vehicles

Salary: £30,000.00 PA

Contract Type: Permanent

Hours: 40 hours per week

The Role

As part of your role you will contribute to the design, management, delivery and development of the Commercial Vehicle Workshop. The position will see you take overall control of the workshop, maximising efficiency of service delivery within the specific and approved standards.

The Duties

As LCV Workshop Manager, you will:

- Be responsible for the operational management of the day to day delivery of the vehicle and plant maintenance under the direction and leadership of the business owner.
- Manage and liaise with the workforce to ensure effective and efficient service delivery, contributing to the preparation and implementation of the Vehicle Workshop Business Plan, whilst monitoring and evaluating service delivery.
- Contribute to the development and implementation of relevant departmental and corporate objectives, including assisting in the development and monitoring of relevant revenue and capital budgets.
- Identify gaps in provision, assessing the different options that may be available and making recommendations for their improvement. You will also implement changes, ensuring compliance with service standards, policies and guidelines, and the relevant contract conditions, specifications and statutory obligations. Changes in the content and/or interpretation of legislation must also be monitored and effectively controlled to ensure compliance in respect of vehicle and plant maintenance.
- Organise, monitor and review the daily, weekly and annual workload schedule through the utilisation of the Dealer Management System. Contributing to system improvements as you go. Performance and attendance of staff must also be reviewed and managed.
- Contribute to the preparation and implementation of team plans and the service plan for service delivery aligning objectives with the wider business plan.
- Contribute to the development and implementation of policies and procedures as required. This includes managing and developing health and safety inspections and practice, providing advice and guidance to members of the public, and investigating and resolving complaints or queries regarding service provision.

- Be responsible for ensuring safe working practices are carried out at all times and that all relevant health and safety regulations, risk assessments and safety policies are followed.
- Carry out risk assessments relevant to the service and individual risk assessments for staff. Ensuring that adequate levels of stores/stock are maintained, and that accurate maintenance records are kept to satisfy and meet the requirements of the business.
- Participate in standby arrangements and overtime as required, participating in internal and external working groups where necessary.
- Ensure compliance with all current health and safety legislation.
- Promote the business vision and values to ensure a corporate culture that is positive, customer focussed and supportive of employee engagement.
- Complete any other appropriate duties as requested by management, commensurate with the grade for the post.

The Candidate

As the ideal candidate for this role, you must:

- Be a qualified apprentice and/or educated to HNC/NVQ Level 3 in Mechanical Engineering or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience in a commercial workshop.
- Hold a Current Category B, ideally Category C, Driving Licence. If not already obtained, a willingness to work towards obtaining the Category C Driving Licence is essential.
- Have current/recent experience of working in a busy commercial workshop, monitoring and evaluating service delivery. Experience maintaining LCVs to the Road Worthiness Standard and in accordance with Operator Licence Compliance is desirable.
- Be able to ensure compliance with relevant contract conditions, specifications and statutory obligations. Experience of effective utilisation of vehicles, manpower and monitoring, service delivery evaluation and service improvement implementation is also desirable.
- Have experience of MOT testing practices class 4 ,5 and 7.
- Be able to complete vehicle inspection and MOT preparation practices.
- Be able to supervise staff competently, confidently and to a professional standard.
- Have knowledge of the requirements of the Operator's Licence in relation to commercial vehicles.
- Be able to competently use Dealer Management Software and the Microsoft Office Suite (Word, Excel and Outlook).
- Have the ability to interpret legislation.
- Be able to demonstrate effective verbal communication, written communication, organisational and time management skills.
- Have comprehensive people management skills, as well as team leadership and development abilities.

Other desirable education, registration and training includes:

- A HNC/NVQ Level 3 in Vehicle Maintenance and/or hold a Certificate of Professional Competence (CPC) in National Road Haulage. If not already obtained, a willingness to work towards obtaining these qualifications within 12 months of the start date is essential.
- An MOT Manager Certificate.
- A City & Guilds Level 3 in Motor Vehicle repair or equivalent.

Other essential qualities you should be able to demonstrate include an ability to:

- Prioritise your own workload
- Work without close supervision, using your own initiative
- Work with accuracy, paying close attention to detail
- Work under pressure and meet deadlines
- Work flexibly as part of a team
- manage effective relationships with tact and diplomacy.

How to Apply

To apply for this position, please submit your application to:

Jordan Franklin, Vans 365, Staunton Lane, Whitchurch, Bristol, BS14 0QL

Email: jordan@vans-365.com