**Job Description**

**Horticultural Fitter (Ref: 001698)**

**Reports to: Transport Manager**

**Responsible for - Directly: 0**

**Working environment: GYS depot/workshop with potential to travel to attend breakdowns within Great Yarmouth and surrounding areas.**

**Working hours: Full time, 41hrs per week (Monday-Friday with the requirement of some Saturdays and bank holidays as the service requires)**

**Permanent**

**Purpose of role:**

To work alongside the maintenance team providing maintenance and repairs of the company’s horticultural equipment, plant machinery and van fleet.

**Key result areas:**

The Horticultural fitter reports directly to the workshop supervisor and working in the following activity:

* Fleet Maintenance

**Main responsibilities**

The responsibilities of the role are the main duties and tasks that a person in this position has.

* Perform minor and major repairs on the company’s horticultural equipment, plant equipment and van fleet.
* Conduct regular preventative maintenance on the company’s horticultural equipment, plant equipment and van fleet.
* Maintain a safe working environment and report any issues to the workshop supervisor.
* Diagnose/fault find and rectify electrical, mechanical, and hydraulic faults as required.
* Maintain accurate records of each repair performed on vehicles and plant.
* Carry out MOT preparations on a variety of vehicles to ensure a 1st time pass.
* Attend breakdowns as and when required.
* Attend training courses as required.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* Good knowledge of repair and maintenance procedures on horticultural equipment, plant equipment and vans.
* Working knowledge of Health and Safety and its impact in plant and vehicle repair operations.
* Knowledge of light commercial vehicles, plant machinery, and equipment.

**Desirable**

* Knowledge of workshop software suites such as R2C.
* Knowledge of diagnostic software such as Eclipse/Jaltest

1. **Qualifications & Skills**

**Essential**

* Previous experience in a similar role
* Full Category B Driving License – No more than 6 points.
* Ability to quickly diagnose complex faults, whilst operating both in & away from the workshop environment.
* Comfortable in the use of IT systems.

**Desirable**

* Category C Driving License.
* IRTEC registered.
* City and guilds/NVQ or equivalent in maintenance and repair, engineering or mechanics etc.

1. **Personal Qualities and Attributes**

* Self-awareness
* Openness, honesty, and integrity
* Personal resilience
* Ability to work under pressure
* Fairness and consistency
* Ability to challenge self and colleagues constructively and sensitively.
* Flexibility and enthusiasm to adapt and develop new ideas and initiatives.
* Must be able to work on own initiative whilst operating under pressure.
* Self-motivated with good time management skills.

1. **Behaviours**

* Effective and open communication
* Work together
* Taking Personal Responsibility
* Putting Great Yarmouth first
* Respecting others
* Embracing change