



HADWINS VOLKSWAGEN

Job Description

JOB TITLE: APPRENTICE TECHNICIAN

MAIN PURPOSE OF JOB

- To observe and gain knowledge of how to carry out the correct method of repair and maintenance of VW Vehicles.
- To assist in the repairs, routine maintenance and diagnostic work on VW Vehicles as per written instructions or as directed by the manager/supervisor.
- To attend all relevant training and college courses as required.

RELATIONSHIPS AND PERSONAL ACTIVITIES

Directly responsible to:

VW Service Manager.

Responsible for:

Accuracy of work and learning process.

Assisting with car cleaning in the absence of Valeting, if necessary.

Relationships with:

Workshop Controller, Technicians, Parts Staff, Drivers and Valeters.

OBJECTIVES AND KEY TASKS

Technical Ability

Demonstrate aptitude and ability to become a qualified Technician.

Customer Focus

Identify and understand customer needs. Ability to translate these into job role, in order to deliver high levels of customer satisfaction.

Self Motivation

Willingness and ability to learn new skills and behaviours in order to develop yourself for the benefit of the business.

Problem Solving

Analysis and rectify faults through evaluation of relevant information and development appropriate solutions.

MAIN JOB FUNCTIONS

- Under supervision, carry out work on vehicles in accordance with the manufacturers procedures.
- Ensure all work carried out is completed accurately and to the customers satisfaction.
- To report, using the correct procedures, any additional work found during repair/inspection.
- Accurately complete job cards, including any written descriptions of faults found or repairs completed.
- To comply with the company's working practices and procedures. Ensure all work is carried out observing safe working practices of self and others.
- To undertake training as agreed by the Service Manager. Attend college / training centre as required in order to gain the relevant qualifications.
- Ensure that own tools and tools of the company are kept clean and are well maintained in a serviceable condition.
- Comply with the company's Health and Safety policy at all times.

HOURS OF WORK

Monday – Thursday 8.30am – 5.00pm
Friday 8.30am – 4.00pm