

PERSON SPECIFICATION

POST TITLE: Workshop Supervisor

DIVISION/UNIT: Construction Division/Transport Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> Supervisory experience within a vehicle workshop environment. Knowledge of the legislative requirements of vehicle maintenance and repair requirements and fleet operations. Knowledge of the health & safety legislative requirements applicable to operating a maintenance and repair facility. Cost control techniques. Scheduled maintenance planning. Workshop loading techniques. Repair estimating. Stock control. Vehicle inspection procedures (in line with Guide to Maintaining Roadworthiness and HGV Testers Manual). 	<ol style="list-style-type: none"> Local Authority or commercial experience in a similar role. Managerial experience within a vehicle workshop environment. Budget setting and monitoring. 	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> Proven ability to plan and co-ordinate routine maintenance and repair activities to meet statutory requirements. Proven ability to prioritise, plan and organise the workload of the workshop and delegate when required. 		Application Form References Interview

	<ul style="list-style-type: none"> 3. Ability to motivate and mentor team members to achieve results. 4. Computer literacy skills including competence in using a computerised fleet management system. 5. Ability to communicate both verbally and in writing. 6. Ability to work successfully as part of a team and establish relationships with colleagues and customers. 		
Education & Qualifications	<ul style="list-style-type: none"> 1. Served a recognised and relevant apprenticeship. 2. Diploma in Heavy Vehicle Maintenance and Repair Principles at SCQF level 7 or equivalent. 3. National 5 (or equivalent) English and Maths. 	<ul style="list-style-type: none"> 1. Membership of IRTE or equivalent. 2. CPC in Road Transport Operations. 	Application Form Interview
Personal Qualities	<ul style="list-style-type: none"> 1. Ability to cope with the demands of the post and attend on a regular basis. 2. Flexible and adaptable. 3. Customer and outcome focussed. 		Interview References
Additional Job Related Requirements	<ul style="list-style-type: none"> 1. Category C Driving Licence or equivalent entitlement to drive in Great Britain. 	<ul style="list-style-type: none"> 1. Category C + E Driving Licence or equivalent entitlement to drive in Great Britain. 	Application Form Post Interview Check