



Prepared by:	Steve Perks
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Version	1

Job Description			
Post Job Title:		Engineer	Reports To Job Title: Workshop Manager/Supervisor
Location:		Bus	Depot Based:
Job Family:		Engineering	Safety Status: Applicable
1.	Purpose of the Job		
1.1	Reporting to the Engineering Supervisor/Workshop Manager with the day to day responsibility for engineering vehicles in accordance with the Company's policies and standards in order to deliver a consistently reliable, safe, high quality and punctual service.		
2.	Key Accountabilities		KPI *
2.1	Support the Engineering Chargehand with the running of the engineering function.		Reliability/Performance Profit/Cost Control Safety People Development
2.2	Maintain all vehicles to meet company Operators licence, Engineering policy and statutory law in respect of safety, reliability and condition through effective work, preventative maintenance and utilisation of facilities.		Reliability/Performance Safety standards Legal compliance
2.3	To monitor the driver and vehicle defect systems in order to implement prompt action to clear defects ensuring that no vehicle returns to service in an illegal or unsafe condition.		Performance/Reliability Audit Results
2.4	Implementation of all work programmes i.e., Servicing, Repairs, Road calls and modification programmes.		Performance/Reliability Audit Results
2.5	Ensure daily/ weekly /monthly targets are achieved as set by Management and all work is carried out to the Company standards.		Performance against budget Cost control
2.6	To ensure company documentation is used correctly i.e. service sheets, clock cards, job cards etc.		Safety standards Legal compliance
2.7	To ensure all work is completed efficiently and effectively, updating the Engineering Chargehand on a regular basis of any issues that may arise.		Daily output / Performance Targets Cost Control
2.8	Ensure that all records relating to vehicle maintenance, Health and Safety, COSHH, fire regulations, plant and equipment maintenance and inspections are kept up to date in accordance with the company procedures.		Performance Targets Safety standards Legal compliance
2.9	To ensure that the workshop / depot plant and equipment is in a safe condition and used only by competent personnel.		Safety standards Legal compliance
2.10	Work in accordance with Health and Safety and Environmental regulations and safety within the Depot and to ensure the Health and Safety of all employees, contractors and members of the public.		Performance Targets Safety standards Legal compliance
2.11	To deliver on the Company's engineering targets for MOT's, Servicing, EQM, etc.		Performance Targets
2.12	To deputise for the Engineering Chargehand in his / her absence.		Performance
2.13	To undertake any other duties commensurate with the Grade.		Performance
3.	Role Dimensions		
Financial		Non-Financial	
N/A		Skilled / Unskilled Staff, Cleaning Contractors	

4.	Main Contacts (External/Internal)*	
Contacts	Frequency	Purpose
Engineering Chargehand	Daily	To receive direction and report on progress.
Operations Manager	As required	To ensure effective communication between the two departments
Workshop Manager	Daily	To report on engineering and health and safety.
External Stakeholders	As required	Clarification and confirmation of engineering related issues
5.	Experience, Knowledge & Qualifications Required	
5.1	Educated to City & Guilds level 3, NVQ Level 3 or higher preferably combined with a timed served apprenticeship in the passenger carrying vehicles environment.	
5.2	Excellent working knowledge of all daily site procedures, engineering processes, health and safety Regulations, VOSA standards.	
5.3	Good knowledge of bus sector legal requirements relating to vehicles.	
5.4	Numerate and the Ability to communicate technical information in a detailed manner.	
5.5	Ability to work flexibly	
5.6	Ability to work with colleagues in a collaborative manner	
5.7	Ability to accurately diagnose and repair basic/complex vehicle faults.	
5.8	To undertake any other duties commensurate with the Grade.	
6.	Authority	
Authorised By:		
Date:		
I acknowledge receipt of this job description and I confirm that I am fully conversant with its content		
Post Holders Name:		
Post Holders Signature:		
Date:		