

Aspire Job Description

Job Title: FITTER / EXAMINER **POSITION ID:** FITEX034

Entity: **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

Location: ADSL Transport Services, ES Workshop, Aldershot & Associated Sites

Reports to: Workshop Foreman

Key Purpose of the Role:

Responsible for: Provision of Transport Equipment Support (ES) and Equipment Care (EC) delivery of service; Full 1st line ES throughput. Ensuring adherence to Business and agreed Customer Quality Standards / Procedures, Contract Key Performance Indicators (KPIs) and Internal / External Audit standards.

Inspection, fault diagnosis, repair, maintenance and modification to all vehicles and equipment's maintained by the business iaw relevant standards (Business, DVSA and Customer). Provision and assist in management of full Inspection's cell throughput, including vehicle presentation to external agencies, completion of inspections and all associated documentation (Hard Copy and/or MIS Based). Provide, aid / cover to other ADSL contract sites. Provide technical support to line management and peers. Fully deputise for SVE (Senior Vehicle Examiner) in periods of absence.

Key Responsibilities:

Key activities and company or legal standards to be complied with.

- Attainment and retention of both Core and Technical competencies associated to position.
- Provision of (and assist in management) and undertaking of; 1st line inspection throughput, physical inspections, and all associated tasks, including where required / applicable – offsite and out of core hours work.
- Assist in management, and completion of all associated documentation, both hard copy and/or MIS based in line with all associated standards.
- 1st line throughput (including maintenance, failure diagnosis, repairs, and modifications) in accordance with MIS work instructions and Business / Authority / DVSA literature and standards.
- Adherence with all associated standards in line with internal and external audit requirements.
- Adherence and compliance with all relevant Business Policies and Procedures.
- Adherence and compliance with corporate policies and legislation in all matters relating to Health, Safety and Environment.
- Responsible for timeline review of allocated Risk assessments.
- Adherence and compliance in all matters relating to Engineering

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Hygiene, Quality standards and Audit requirements.

- Successful attendance of all allocated courses by the business to meet business / customer requirements, competencies, currency, and development.
- Assist in the transition of peer work tasks onto Customer MIS, including spares and parts requisition.
- Maintenance and security of all allocated / issued tools, equipment, PPE, and technical documentation assigned.
- Safe operation of all associated workshop equipment and tools within the limit of competence capabilities, and all associated documentation.
- Provision of SME guidance to line management and peers, including guidance on standards and MIS changes.
- Operate and monitor Business and Customer MIS in support of Transport Contract, Inspection cell, and advise where change is identified.
- Produce and disseminate all required reports and returns in allocated timeframes.
- Provide off-site Equipment Support cover to other areas of the ADSL Tpt Svcs contract.
- Provide full Tpt Svcs, ES Inspection Cell management cover in periods of direct Senior Vehicle Examiner absence.
- Carry out other relevant duties as allocated by Line Manager, Transport Management and Senior Business Management in direct support of the contract

Qualifications

Essential:

- Current DVSA Inspections Qualification and/or MoD Authorised Vehicle Inspector (VI) Qualification (D827).
- Formal Vehicle Engineering Qualification – City & Guilds Level 3 and/or BTEC / IMI / NVQ equivalent.
- H&S Qualification: IOSH working safely
- Full clean driving licence: Cat “C” minimal
- JAMES user experience

Desirable:

- Formal Military Class 1 Vehicle Mechanic
- H&S Qualification: IOSH Managing Safely
- Full clean driving licence: Cat “C+E”
- JAMES user experience – “Senior Equipment Manager”

Experience & Knowledge:

Essential:

Level of experience and/or knowledge required in technical, business, or managerial areas of responsibility

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- A good understanding and experience of the Military (Customer) Inspection processes and standards, including Customer publications (JSP's, AESP's) relevant to the Equipment Support Field.
- Experience in provision of Equipment support on Military Vehicles, and a good understanding of Workshop services.
- IT literate (JAMES, Vehicle Diagnostics and Word, Excel).
- MoD clearance will be required for this role.

Desirable:

- Experience of Equipment support on Military "B" Vehicle Fleet (Including MAN SV, Land Rover and Trailers).
- Experience of working with and/or alongside DVSA
- JAMES user experience and currency (Senior Equipment Manager)
- Experience of working within a commercial business
- Awareness of ES facility Audit processes / standards (including ISO and MoD LEA / LSI)

Skills:

Key Skills:

- **Leading Performance** – Consistently meets performance targets and initiates corrective actions where required. Takes personal accountability for results.
- **Innovation and Change** – Embraces change and assists with driving change forward.
- **People and Teams** – Is able to develop effective and supportive relationships with colleagues.
- **Customer Focus** Leading Culture – Demonstrates integrity and behaves in an open and honest manner at all times.
- **Interpersonal Skills** – An effective communicator with good communications skills (both written and verbal), with the ability to provide guidance to peers, managers, and customers.
- **Adaptable individual** able to work under and element of pressure, and capable of managing their own time and prioritising workload.
- Ability to **understand technical documentation** and schematics and provide guidance to peers.
- Demonstrates a **pro-active** approach to problem solving and ever-changing demands.

Date:

22 October 2021