



JOB DESCRIPTION

WORKSHOP GENERAL OPERATIVE

Summary of Position

The Workshop General Operative will operate as part of a workshop team and will take responsibility for completing a range of workshop tasks as assigned and in line with company policy, procedures and safety standards. The operative will also assist with other workshop tasks as may be required from time to time.

Duties and Responsibilities

The following list of specific duties and responsibilities is indicative and not exhaustive:-

- Log onto to the Inform and Manufactures system using company provided Tablet and receive work orders indicating assigned PDI tests to be completed. Alternatively, receive work order instructions from colleagues or team leader.
- Collect a car from the workshop dedicated areas and drive the car to the correct inspection bay. The car will be positioned into place, per PDI/fitout procedure, at the inspection bay.
- Inspect certain specified items and or complete various tasks in line with company procedures. These include, for example, checking suspension, car under-body, wheel nuts, tyre pressure, number plates, oils, fluids, battery, diagnostics, shunt fuse activation, child locks, remote locks, interior functions including door electrics, mirrors, radio codes and functions, wipers, lights, sat nav, sun-roof and other similar items.
- The operative will perform a test drive on the inspected vehicle, noting any final issues.
- The inspection will be tracked and a check-list completed, either on line or by paper, confirming that each element of the particular inspection has been completed by the general operative (and technician).
- Re-position vehicles on workshop tablets
- Attend training as required.
- Follow the workshop process and procedure.
- Follow all company health and safety procedures.
- Assist with template development of van linings – floors walls and bulkheads
- Assist with the fitment of various electrical items – wiring loom runs – lights, beacons auxiliary batteries, stop/start systems reverse sensor/buzzers etc.
- Assist with accessory fitment – towbars, side steps, rear steps , roof ladders

- Assist with general duties in other parts of the workshop with light body repair and paint work. Duties may include vehicle striping and preparation, vehicle finishing / assembly / vehicle cleaning and valeting.
- Assist with general duties in other on-site workshops including van or commercial conversions.
- Assist with general duties with regard to batch jobs as may be required from time to time.
- Follow all inventory requisition procedures.
- Dispose of waste material properly and in line with environmental and health and safety procedures
- Other general duties as may be assigned from time to time.

Experience, Knowledge and Skills Required

- Experience in the motor trade/sheet metal work advantageous
- Mechanically minded, perhaps with formal mechanical qualification
- Experience working with cars advantageous
- Alarm or accessory fitment experience advantageous
- Modifying cars
- Good dexterity
- Ability to think logically, solve problems and follow a process
- Good communicator
- Team working ability and skills
- Down to earth disposition
- Reasonable IT skills

Full training will be provided to the successful candidates.

NVD is an equal opportunities employer.