

Job title:

### Core information

<b>Location:</b> Aylesford RDC	<b>Lines of business or shared capability area:</b>
<b>Reports to:</b> ASM and SM	
<b>People Management:</b> No	
<b>Assignment Management:</b> No	
<b>Partnership Level:</b> Partnership level 9	<b>Manager's Partnership level:</b> Partnership level 8
<b>Number of direct reports:</b>	<b>Partnership level(s) of direct reports:</b>

### About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands – John Lewis and Waitrose, as well as expanding into new areas beyond retail.

We aren't an ordinary business, though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique Purpose: **Working in Partnership for a happier world.** Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

**Critical purpose of the role-To carry out scheduled servicing, maintenance & repairs of the John Lewis Partnership fleet in a professional and competent manner.**

## **Primary Outcomes & Accountabilities**

- To ensure all vehicles are maintained to a safe and roadworthy standard to both VOSA and Partnership's requirements.

### **Measures of success**

- Delivery of an efficient maintenance operation within agreed times and budgets.
- Vehicles repaired to schedule and legally compliant.
- Stakeholder feedback
- MOT first pass rate
- Vehicle downtime
- OCRS score
- Roadside encounters



- To ensure that all inspection/service/defect paperwork is completed correctly and in a timely manner.
  - Accurate booking of times on jobs
  - No job returns
  - All documentation completed accurately, on time, and in a tidy fashion.
  - Working environment is kept clean, tidy and safe.
- Maintain a safe working practice that complies with current safety and Partnership regulations
  - To ensure that high quality repairs are carried out in a cost effective manner.
  - Ensure that all working areas are kept clean and tidy.
  - To assist in specific duties / projects as directed.
  - To keep up to date of developments within the motor industry and take note of changes that may affect the successful operation of the workshop.
  - To carry out servicing & repairs of the Partnerships fleet of vehicles.
  - To take ownership of personal development, seeking assistance & guidance from team leaders
  - To account for your own time, be efficient and proactive when working within the workshop.
  - To work as part of the team and assist others where needed.

#### Skills

- A proven background in commercial vehicle repairs
- A knowledge of commercial vehicle legislation and roadworthiness

### **Qualifications & Experience (where applicable)**

#### **Essential:**

- City and Guilds Level 3 Vehicle technician or equivalent qualifications
- Full UK Manual Driving Licence
- Experience in transport commercial vehicle repairs
- Knowledge of commercial vehicle legislation and roadworthiness

#### **Desirable:**

- IRTEC
- LGV C+E driving licence

<b>Version</b>	<b>Created/updated by</b>	<b>Date</b>
I	Peter Whiddett	25/03/2025