	<b>Senior Workshop Technician</b>	Ref: HR-F-21
		Date: Oct 2023
		Revision: 0
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<b>Job Title:</b>	Senior Workshop Technician
<b>Department:</b>	Workshop
<b>Reporting to:</b>	Head of Engineering
<b>Direct Reports:</b>	
<b>Authorised by:</b>	
<b>Period of Employment:</b>	Permanent
<b>Salary Band:</b>	
<b>Date of Update:</b>	October 2023

### MAIN PURPOSE OF ROLE

- To carry out assembly, strip and rebuild vehicles, systems, and rigs both on event and at JRM's workshops relating to racing and performance vehicle activities.
- To work closely with Operations and Engineering teams to support client and internal projects providing advice and support.


### Key Responsibilities & Accountabilities

- The Senior Technician will be responsible for but not restricted to:
  - Preparation & maintenance of vehicles to the highest standards of reliability and presentation in a timebound and efficient manner.
  - Planning and building new vehicle and system designs working closely with engineers.
  - Support writing build manuals, instructions, and documenting project work in the workshops as required.
  - Support the workshop and transportation vehicles facilities.
  - To comply with all company Health & Safety and Quality policies and procedures.
  - Assist in mentoring Junior members of the workshop staff when needed
  - To maintain a clean, tidy and safe working environment both in the JRM workshops and also at events – in line with company policy and standards.
  - To ensure all uniform and Personal Protective Equipment issued is worn at all appropriate times with the latest branding as issued by JRM.
  - To report any parts and consumable shortage requirements to Operations, or Engineering as appropriate.
  - Carry out any other reasonable duties which may be required by JRM from time to time – this will include supporting other company projects both at JRM's workshops and externally on events.
  - Compliance, where appropriate with management, & environmental, systems, such as ISO 9001 & ISO 14001

### PERSONNEL SPECIFICATION

#### Qualifications and Experience

- Ideally either a qualification such as Level 3 IVQ (C&G) in Motor Vehicle Engineering, Level 3 Diploma in light Vehicle Maintenance and repair or a Level 3 Advanced Race Technician Apprenticeship.
- The candidate should have a minimum of 5 years working on automotive, commercial vehicle, and or race cars at a minimum of National level.

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- Certain skills such as basic Fabrication, turning, Carbon fibre repairs, Milling and bench fitting whilst not essential are useful to the role of Motorsport Technician.
- A clean UK driving licence.
- Knowledge and experience of vehicle electrical systems is an advantage.

#### Special aptitudes

- Confidential in all matters.
- Professional approach coupled with strong teamwork skills.
- Excellent time management skills.
- Excellent verbal, written communication and presentation skills.
- Awareness of small business needs.
- Ability to work on own initiative.
- Ability to work in, and adapt to a rapidly changing environment.
- Ability to work co-operatively with others to complete tasks and implement process improvements.
- Determination to improve, grow and contribute to the department's and company's success
- A creative thinker not afraid to suggest new ways of doing things

#### Disposition

- Flexible and cooperative attitude
- An assertive but calm demeanour
- Self-motivated
- Ability to listen to customer needs and respond accordingly

#### Requirements

- Good timekeeping and attendance record
- Willing to be flexible with hours to ensure tasks are completed on time
- Neat and tidy appearance
- Completer/Finisher

Any JRM employee may be asked on occasion to perform additional or unrelated duties, after appropriate training has been given, if required.

#### Summary Terms & Conditions

- **Pension** - Upon joining the Company, you will be automatically enrolled, with contributions starting after successful completion of the probationary period.
- **Leave entitlement** - 25 days per year plus statutory holidays (compulsory shutdown of three days at Christmas).
- **Notice period** - There will be an initial three-month probationary period, during which notice will be one week on either side. On successful completion of the probationary period notice will be one month.
- **Working hours** - 08:30 – 17:00, Monday to Friday.

**This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.**



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