

*One of the largest privately owned waste management companies in the U.K. with interests in waste collection, treatment and disposal, mineral extraction and leisure, Grundon has a reputation for innovation which combines quality of service and technological progress with concern for the environment.*

## Workshop Manager

Based at Banbury

As the Workshop Manager, you will provide efficient and effective day-to-day management of our vehicle workshop and stores. You will ensure a high level of discipline and morale is maintained, whilst encouraging and developing individual potential by identifying any training needs.

Your key focus will be on ensuring the maintenance, servicing and roadworthiness of all vehicles based at the depot. You will also make sure individual vehicle service records are maintained, collate job sheets and arrange annual MOT tests.

Your key duties will include:

- Ensuring that all health & safety and HR policies and procedures are implemented
- Conducting regular meetings and toolbox talks
- Ensuring that all new employees are trained and inducted appropriately

Whilst based at our Banbury workshop, you will occasionally have to attend to breakdowns in the surrounding area.

To be considered for this position, you must have:

- Good mechanical knowledge of all makes and types of commercial LGV vehicles and trailer maintenance
- Management or supervisory experience, ideally gained within the waste industry
- A good working knowledge of hydraulics, pneumatics and electrics
- A good working knowledge of COSHH, LOLER and PUWER regulations
- A full driving licence, with LGV Class 2 entitlement
- City & Guilds HGV qualifications, parts 1,2 and 3

As a Workshop Manager, you must have good leadership skills and a customer focused, proactive approach. Excellent communication skills and good IT skills are also key.

Although not essential, experience of conducting professional recruitment interviews, as well as carrying out thorough and factual investigations and disciplinary and grievance hearings would be advantageous.

Hours of work are 07.00 to 16.30 Monday to Friday plus alternate Saturday mornings.

Please apply by sending an up to date CV and covering letter, detailing your current salary and attaching an Equality & Diversity Monitoring Form (downloadable from our website) to [hr@grundon.com](mailto:hr@grundon.com)

**GRUNDON**

**GRUNDON WASTE MANAGEMENT LTD**

[www.grundon.com](http://www.grundon.com)

*We are an equal opportunities employer*

