



www.zcars.org.uk
PERFORMANCE ENGINEERING
WORKSHOP MANAGER JOB SPECIFICATION

Job Description:	ZCars Workshop Manager
Location:	Aldbrough, East Yorkshire. HU11 4RE
Pay:	£12 hr
Holiday:	5 day week of 40 hours. Weekends when required by agreement.
	20 days holiday per year plus Public Holidays
Responsible to:	Simon Smith, Company Director
Overall Purpose of the Job:	
To oversee all the workshop functions. This includes the staff, premises and the running of the workshop and dyno. This is in addition to normal personal routine engineering duties.	
1	To provide detailed input for the quotations, planning and reviews of all workshop projects.
2	To determine the work prioritisation and task allocation for all workshop tasks.
3	To oversee workshop staff so that appropriate information, instruction, training and guidance is provided when required.
4	To be responsible for the health and safety and welfare of staff and customers in the workshop.
5	To be responsible for the security and efficient running of the workshop and to consider improvements and efficiencies wherever possible.
6	To organise appointments, collections, transportation and support for the workshop where required.
Main Duties and Responsibilities	
1	Allocate work and support to the workshop staff in the most efficient and effective way.
2	Line manage workshop staff.
3	Liaise with Sales, Accounts, Parts or Company Directors as required.
4	Undertake welding, fabrication, mechanical or machining work as required.
5	Carry out and document Health and Safety checks and be responsible for premise security.



**PERFORMANCE ENGINEERING
WORKSHOP MANAGER PERSON SPECIFICATION**

ZCars Workshop Manager		
Skills		
Requirement	Essential/Desirable	Measurements
To have the ability to work to company times and schedules.	Essential	From the application form, questioning at interview.
Demonstrate good communication skills with colleagues and customers.	Essential	From the application form, questioning at interview.
Able to plan, supervise and monitor staff in a workshop environment.	Essential	From the application form, questioning at interview.
Proficient in the planning, undertaking, finishing and costing of workshop projects.	Essential	From the application form, questioning at interview.
Ability to undertake car mechanical engineering duties.	Essential	From the application form, questioning at interview.
Ability in the use of TIG (AC and DC) welding.	Desirable	From the application form.
Ability in the use of lathes and milling machines.	Desirable	From the application form.
Knowledge		
Requirement	Essential/Desirable	Measurements
Demonstrate knowledge of servicing and repair of car and light commercial vehicle components.	Essential	From the application form, questioning at interview.
Demonstrate knowledge of building or maintaining kit, specialist or competition cars or motorcycles.	Essential	From the application form, questioning at interview.
Demonstrate knowledge of Health and Safety Law.	Essential	From the application form, questioning at interview.
Experience		
Requirement	Essential/Desirable	Measurements
Recent experience of building or maintaining a competition car or motorcycle.	Essential	From the application form, questioning at interview.
Experience of managing or running a workshop or business.	Desirable	From the application form, questioning at interview.
Qualifications		
Requirement	Essential/Desirable	Measurements
Health and Safety.	Desirable	Training will be given.
Car, engineering or welding.	Essential (at least one skill)	Documentation. Questioning at interview.
Supervisory or management.	Desirable	Training will be given.
Other		
Requirement	Essential/Desirable	Measurements
Demonstrate basic literacy & numeracy including basic computer skills.	Essential	From the application form, questioning at interview.
Driving licence for light vehicles.	Essential	Documentary evidence.



ZCARS
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PERFORMANCE ENGINEERING
WORKSHOP MANAGER APPLICATION FORM

ZCars Workshop Manager Application Form

To be completed by the applicant in handwriting and posted to:
Mr S Smith, ZCars Ltd, Gallows Farm, Hull Road, Aldbrough, Hull HU11 4RE

Full Name

Address:

Telephone numbers:

Email address:

Today's date:

Please state in the boxes below evidence details for the requirements requested:
Where you have no experience please state "None".
(If more space is required add additional plain sheets.)

To have the ability to work to company times and schedules.

Demonstrate good communication skills with colleagues and customers.

Able to plan, supervise and monitor staff in a workshop environment.

Proficient in the planning, undertaking, finishing and costing of workshop projects.

Ability to undertake car mechanical engineering duties.

Ability in the use of TIG (AC and DC) welding.

Ability in the use of lathes and milling machines.

Demonstrate knowledge of building or maintaining kit, specialist or competition cars or motorcycles.

Detail knowledge of Health and Safety law.

Experience of managing or running a workshop or business.

Demonstrate basic literacy & numeracy including basic computer skills.

Qualifications

Detail any formal car, engineering or welding qualifications.

Detail any Supervisory or management qualifications.

Detail any Health & Safety qualifications.

Driving licence for light vehicles.

References

Name, title and contact details of two references:

Work history

Detail previous work history below.

Further Submission

This is an optional section where you can state why you wish to apply and would be suitable for this post.