

JOB DESCRIPTION: Apprentice Application Technician

SCOPE:

Reports to the Fitting Supervisor

Works closely with Senior Operations Manager, Production Supervisor and Application Technicians

This Apprenticeship will learn how to carry out on-site application of a range of our signage, graphics and surface wraps throughout the UK, for our clients in the commercial and emergency service sectors. You will maintain PVL's quality and values, aiming for the highest standards through best working practices and excellent customer service. You will also work within our production facility carrying out sign and graphics manufacturing duties at peak times and to assist in improving production processes that enhance our products to our clients.

You may be required to attend college on a day release basis to receive training relevant to this position alongside other work place skills such as Maths, English and IT. The apprenticeship can take anything from 12 – 24 months to complete and will lead to a nationally recognised vocational qualification.

Successful completion of the apprenticeship can lead to a position as an Application Technician.

EDUCATION/EXPERIENCE:

- > GCSE grade (or equivalent) A-C in English & Maths preferred
- > Basic computer skills. Training will be provided for the specific systems we use

PERSONAL SPECIFICATION:

- > The ability to work as part of a team or individually
- > Demonstrate you can offer commitment to PVL
- > You will need to be adaptable and able to multi task and show a willingness to learn new skills
- > Reliable and hard working
- > Attention to detail, consistency and high levels of accuracy at all stages of production

MAIN RESPONSIBILITIES:

- > To assist producing various types of signs including installation
- > To assist producing and applying livery for vehicles
- > Minimise wastage and rework at all stages of production
- > Achieve the production schedule as directed by your line manager
- > Accurately record data for material usage and time on Clarity and Quality Management System
- > Follow documented client preferences through production process, alerting Production Team Leader or Sales Administrator to any discrepancies or errors as early as possible
- > Packing and labelling items for despatch as instructed
- > Maintaining a clean, tidy, organised and safe workshop and work area always
- > To assist Production Assistants producing emergency service livery kits when needed
- > Preparing vehicles or surfaces correctly in advance of the application of material (cleaning and preparing)
- > Ensure the company's customer service standards are met on and off site
- > Maintain and build company image by collaborating with customers, acting professionally and courteously at all times; enforcing ethical business practices

TRAINING AND DEVELOPMENT:

- > Training on equipment, materials handling and procedures will be given
- > Personal objectives and development plan to be agreed and regularly reviewed
- > Health and Safety of self and others

I confirm that I have read the Company Quality Policy Statement and I understand its relevance to my specific job function.

ACCEPTED >>

NAME:

SIGNATURE:

DATE: