

Job Description and Person Specification	
Job Title:	Kick Start Fleet Maintenance Assistant
Reporting to:	Fleet Manager
People/Team Management:	N/A
Band:	B6
Key Purpose: <ul style="list-style-type: none"> To assist in the general maintenance of UKSA keelboats, dinghies, powerboats and yachts within MGN 280(M) regulations and UKSA Standard Operating Procedures ('SOPs') To assist in the refits of the UKSA fleet to agreed timetable, specification and budget To observe UKSA Health and Safety Policies at all times 	
The duties and responsibilities will include but are not limited to: <ul style="list-style-type: none"> Working as part of the Fleet Maintenance team as directed by the Fleet Manager and in conjunction with the Senior Fleet Maintenance Operative, Watersports Manager and Yachting Manager, to ensure all fleet is effectively maintained at the correct level and ensuring the smooth transition from maintenance and refit to back-in service Carrying out, under the direction of the Fleet Manager or the Senior Fleet Maintenance Operative, reported maintenance issues ensuring Health and Safety concerns take priority Ensuring safety items are serviced, recorded and regular inspections are undertaken and documented Operating within the constraints of the UKSA budget Resourcing materials responsibly and endeavouring to repair 'in-house' where possible and keep wastage to a minimum Prepare for and take full part in 1-1 reviews with line manager Ensuring adherence to all policies and procedures and promoting the Vision, Purpose and Values of UKSA 	
Health & Safety <ul style="list-style-type: none"> Demonstrate a duty of care of your own health and safety and that of other employees, co-workers, customers and other UKSA personnel to help everyone meet our share legal requirements 	
Individual/Team Performance and Development <ul style="list-style-type: none"> Ensure adherence to all policies and procedures and promote the Vision, Purpose and Values of UKSA Understand your objectives and how these fit in with individual, team and business performance Take responsibility for your own performance and development by preparing for and take full part in 1-1 reviews and appraisals with your manager 	
General <ul style="list-style-type: none"> Comply with and promote UKSA equality and diversity, data protection and health & safety policies and procedures. Make a commitment to deliver excellent customer service. 	
<p>This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and may be updated from time to time in conjunction with the post holder.</p>	

Person Specification		
	Essential	Desirable
Knowledge:		<ul style="list-style-type: none"> ○ Recognise the principles of diesel engine operation, water system operation, 12v electrics and fault-finding test equipment an advantage but not essential as full training will be given ○ Knowledge of current commercial yacht safety and coding regulations an advantage but not essential as full training will be given ○ Knowledge of MGN 280(M) regulations an advantage but not essential as full training will be given
Qualifications:		<ul style="list-style-type: none"> ○ Desire to work towards RYA Yachtmaster Offshore/ Ocean
Experience:		<ul style="list-style-type: none"> ○ An understanding of keelboats, dinghies, powerboats, and yachts, with experience in the boatbuilding or yacht maintenance industry an advantage but not essential as full training will be given
Skills:		<ul style="list-style-type: none"> ○ Canvas/Sail Repair skills and GRP repair desirable but not essential as full training will be given
Personal Attributes	<ul style="list-style-type: none"> ○ Desire to learn new skills ○ Desire to complete a work placement that will assist with future employability ○ Ability to utilise own initiative as an individual and as part of a team ○ Ability to engage with all other UKSA departments ○ Motivated to complete tasks to timescales ensuring high standards are maintained ○ Reliable, honest and of smart appearance ○ Strong desire to deliver exceptional customer service 	

This job description will be reviewed from time to time and may be updated as agree