



Service Workshop Foreman

Role Definition

Reports to:	Service Workshop Manager
Member of:	Service Workshop
Key working relationships:	Service Workshop Manager, General Manager, Parts Store, Rally Shop, Fabrication, Engine Shop and Bodyshop
Hours of Work:	08:00 – 17:00 (Lunch 45 minutes)
Location:	Tuthill Porsche Workshop, Wardington

About Tuthill Porsche:

Tuthill Porsche is a family business based in Wardington, Oxfordshire. It employs approximately 25 full-time staff and has over 35 years' experience specialising in Porsche. The company is the world leader in historic rally Porsche 911s and has operations spanning modern RGT rally cars, historic race and rally Porsches, the Below Zero Ice Driving programme, restoration, bespoke build and road car service.

Job Purpose:

To ensure all cars are serviced and repaired to the highest level possible in line with allocated job lists and estimates.

To supervise the Service Workshop and maintain the highest levels of technical work and presentation. Liaise with the Service Workshop Manager and General Manager to ensure the best level of productivity from this area.

To liaise with customers as and when required.

Key responsibilities:

- Servicing and major repairs of Porsche, Volkswagen, Audi and other makes when required
- Ensure all cars have appropriate job cards and that the cards are completed accurately
- Manage the existing Service Workshop team and consider the recruitment of other staff as necessary
- Work to develop the department to a best in class offering
- Control the work flow as per job cards, in some cases running multiple jobs
- Liaise with Service Workshop Manager to ensure the smooth running of work flow
- Accurately forecast parts requirement day by day for repair

- With the Service Workshop Manager, assess and advise on estimate repair times
- Ensure clear descriptions of work carried out are booked correctly to each job
- When appropriate, use standard format service check lists
- Maintain equipment and working area in a clean, tidy and safe condition
- Advise Service Workshop Manager of any additional work on a vehicle
- Ensure cars are cleaned to appropriate standard before collection
- Adhere to a high level of personal presentation
- Maintain the workshop to the best presentation level as possible
- Ensure that all plant and equipment is maintained correctly and any defects reported
- Be familiar with and work to the company's Health and Safety standards
- Advise and report on any issues relating to Health and Safety
- To comply with all company policies and procedures
- Support other departments when required

Skills Required:

- Excellent workshop knowledge & technical skills
- Up to date relevant product knowledge
- The ability to communicate effectively and resolve problems quickly and efficiently
- Good communication, organisation and inter-personal skills
- Good customer service skills
- Be flexible and possess a good sense of humour
- Be able to manage your time and prioritise your workload
- Experience working on Porsches of all ages and types
- A sound knowledge of computerised vehicle diagnostic and testing equipment

Personal Specification

1. Energetic, proactive, calm under pressure, highly personable with a mature personality
2. Strong Team-worker with the ability to thrive in a small, closely-knit, and dedicated team
3. Excellent organisational skills
4. Flexibility – being prepared to work longer hours when occasionally required
5. Self-motivated and with the ability to work unsupervised

Experience Required:

- Relevant Porsche, Audi and Volkswagen technical knowledge
- Knowledge of Health & Safety procedures
- Experience with VAGCOM and Porsche systems

Education and Qualifications Required:

- Full Driving licence – Essential
- Silver or Gold Level Technician – Desirable
- Personal references will be taken up separately