

Post Specification

Date	October 2023
PG Number	6102
Post Title	Vehicle Workshop Mechanic – Fleet
Job Family	Operations
Job Family Role Profile	OP9ii
Final Grade	Grade 11

To be read in conjunction with the job family role profile

Service Area description	
Highways and Transport	
Purpose of this post	
To maintain and repair vehicles and associated equipment to the required standards to ensure the Council can meet its operational and other commitments.	
Key job specific accountabilities	
<ol style="list-style-type: none"> 1. Undertake routine inspection, servicing and repairs of vehicles, and other equipment and undertake unscheduled work, including accident repairs, and modifications as directed. 2. Be part of an 'out of hours' mechanics rota. 3. Attend operational incidents as required to provide emergency repair service. 4. Undertake the delivery and changeover of vehicles, appliances and associated equipment as directed. 5. Undertake the recording of information as required and ensure associated documentation is completed accordingly. 6. Undertake such duties that the Fleet Maintenance Manager may, from time to time, determine commensurate with the grading of the post. 7. To ensure the standards of work are carried out to the required Council, national and vehicle manufacturer's vehicle maintenance standards. 8. Work with the workshop supervisor in developing best practice and a quality workmanship regime. 9. Where appropriate. assist the workshop supervisor in the training, developing and mentoring of apprentices 10. To ensure all workspaces and equipment within his/her area of responsibility are maintained in a clean and safe condition. 11. To adhere to the Councils equality and diversity policies. 12. All employees are required to conform to the Councils Health and Safety Policy and to accept and carry out their responsibilities under the provision of the Health and Safety at Work Act 1974 and associated regulations. 13. To adopt a flexible approach to working within the Fleet Team accepting and embracing the need to assist any service within the Council where Fleet support is required. 14. To foster professional working relationships with internal and external services to ensure full compliance with all operating, monitoring and control measures are adhered to. <p>Special Circumstances relating to the post:</p> <ol style="list-style-type: none"> 15. You will be required to be part of the Fleet teams out of hour's on-call arrangements. 16. You will receive training on all applicable vehicles to enable you to carry out your duties. 17. The posts terms and conditions are based on the Councils 'Green Book'. 	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	•

Staff Management Responsibilities	<ul style="list-style-type: none"> None, other than engaging in safe working practices and the potential opportunity of mentoring an apprentice
Other	<ul style="list-style-type: none"> Cleanliness of working space in the Workshop facility The Workshop equipment, workshop tools used in daily activities. Vehicle parts & Consumables used on specific vehicles
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> City and guilds Mechanics and Technicians certificate in Motor Vehicle Technology or NVQ level 3. Or, equivalent Large Good Vehicle (LGV) Licence must have be held a minimum of 3 years European Computer Driver Licence (ECDL) (Desirable) Health & Safety certificates (Desirable) HGV CPC driver Qualification (Desirable) VOSA MOT Tester (Desirable) Vehicle inspection systems – vehicle preparation for MOT Sound knowledge of current vehicle technology, Working knowledge of UK and EU Transport, Construction & Use Regulations, Vehicle Inspectorate Legislation and relevant Codes of Practice relative to Road Transport Management. Workshop knowledge in vehicle design/ structure and components. Experience of Public Sector vehicle types. Knowledge of health safety and risk regulations relating to vehicles, equipment, workshop and safe working practice. Knowledge of fleet management vehicle maintenance safety inspection programmes Software systems, and, proven experience of delivering vehicle maintenance programmes Knowledge of a wide variety of vehicle maintenance, fault finding and repair with different types of vehicles. Knowledge of fleet management/maintenance software systems, for example Tranman (Desirable) ECDL (Desirable) First Aid training (Desirable) Demonstrable and significant experience of working within a large fleet vehicle workshop Practical experience of and the necessary skills to prepare vehicle for MOT on a wide ranging number of public sector vehicles Experience of working in an emergency response environment (Desirable) Experience of working on winter maintenance vehicles (Desirable) Knowledge of Fleet Management software systems, and, proven experience of delivering vehicle maintenance programmes (Desirable) 	
Mentoring, developing apprentices (Desirable)	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> This post does not require a DBS check. 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none">
Physical Demands	<ul style="list-style-type: none"> Physical Demands – the post holder is exposed to high physical demands, almost continuously
Working Conditions	<ul style="list-style-type: none"> Working Conditions – the post holder would work in vehicle workshop, on the shop floor, occasionally working inside an office environment but will also be required to work outside and occasionally at night, lone working and potentially severe weather conditions – snow ice, etc, on winter maintenance duties.
Other Factors	
Commitment to improve service Ability to travel throughout Cumbria	

