

Post Specification

Post Specification - Key Information

- **Post Title: Workshop Assistant**
- **Date: December 2023**
- **Post Group Number: PG7339**
- **Job Family: Operations**
- **Job Family Role Profile: OP7ii**
- **Final Grade: Grade 7**

To be read in conjunction with the job family role profile.

Service Area Description

Fleet Services Team, Resources Directorate.

Purpose of this Post

To assist with the planning, delivery and monitoring of Workshop related Workstreams in order for the Council to deliver its functions in maintaining the local authority fleet of vehicles.

Key Job Specific Accountabilities

1. To support the Workshop Supervisors and Mechanics – Including but not limited to, inputting technical data on the fleet management system, sourcing and collection of parts, the creation of job cards, cleaning and light maintenance of vehicles and conducting basic maintenance tasks in the workshop.
2. Work collaboratively with colleagues and external stakeholders to assist in the delivery of all fleet maintenance functions, to help reduce vehicle downtime and increase vehicle availability.
3. To conduct PAT testing and LOLER testing as requested by the Workshop Supervisor, this will include maintaining accurate records for all PAT testing and LOLER testing conducted.
4. To assist in the planning and the delivery/collection of the council's fleet of vehicles including LGV, PCV etc to MOT test centres, external dealerships and between Council work locations, this may include Fire appliance change overs.
5. 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.
6. You will be required to be part of the Fleet Team's out of hours on-call arrangements when requested.
7. To complete and submit regular records for all work conducted, to ensure relevant service areas are recharged in a timely manner.

Key Facts and Figures of the Post

- **Budget Responsibilities:** None.
- **Staff Management Responsibilities:** None.
- **Other:** To undertake such other duties and responsibilities commensurate with the grading and nature of the post. To take reasonable care for your own health and safety.

Essential Criteria

- **Qualifications:** NVQ Level 2 or 3 or equivalent experience or knowledge. Cat C or D, Driving Licence and Driver CPC. PAT testing certificate, or must be willing to work towards. LOLER Testing Certificate, or must be willing to work towards
- **Knowledge:** Commitment to equal opportunities.
- **Experience:** Experience of working within a fast paced Workshop, or similar environment. Ability to work on own initiative and to work as part of a team. Ability to use ICT systems.
- **Expertise:** Customer focussed approach and commitment to excellent customer service.

Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

Job Working Circumstances

- **Emotional Demands:** Minimal.
- **Physical Demands:** District wide role.
- **Working Conditions:** Agile working.

Other Factors: To model and display the corporate standards of behaviour. Ability to travel throughout Westmorland and Furness.