

Post Specification

Date	October 2023
PG Number	PG 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

Mechanics play a vital role in the Council's Off-Street Parking & Fleet Services team, inspecting, testing, servicing and repairing a wide range of specialist fleet vehicles and plant. Working from vehicle workshops and test centres across Cumberland, mechanics are essential in the Council's ability to deliver its priority and statutory services for local residents and businesses. This includes providing services for external customers and key partners such as Cumbria's Fire and Rescue Service.

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

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 Workshop Operations 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 manufacturers' maintenance standards.
8. Work with the workshop supervisor in developing best practice and a quality regime.
9. Where appropriate, assist the workshop supervisor in the training, developing and mentoring of apprentices and other colleagues
10. To ensure all workspaces and equipment are maintained in a clean and safe condition.
11. To adhere to the Council's equality and diversity policies.
12. All employees are required to conform to the Council's 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.

Special Circumstances relating to the post:

15. You will be required to be part of the Fleet team's out-of-hours on-call arrangements.

16. You will receive training on all applicable vehicles to enable you to carry out your duties.

Key facts and figures of the post

Budget Responsibilities	• None
Staff Management Responsibilities	• None, other than engaging in safe working practices and the potential opportunity of mentoring an apprentice
Other	• 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

- City and guilds Mechanics and Technicians certificate in Motor Vehicle Technology or NVQ level 3. Or, equivalent
- Heavy Goods Vehicle (HGV) Licence (desirable)
- HGV CPC driver Qualification (Desirable)
- European Computer Driver Licence (ECDL) or equivalent (Desirable)
- Health & Safety certificates (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.
- 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)
- Mentoring, developing apprentices (Desirable)

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Basic

Job working circumstances

Emotional Demands	• Emotional demands – Minimal
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Physical Demands	Physical demands – the post holder is exposed to high physical demands, almost continuously.
Working Conditions	Working conditions – the post holder would work in a vehicle workshop, on the shop floor, occasionally working in an office environment but will also be required to work outside and occasionally at night, lone working and potentially during severe weather conditions – snow ice, etc, on winter maintenance / call out duties.
Other Factors	
To model positive behaviour standards, placing health and wellbeing at the heart of everything we do, and displaying / reinforcing the Council's values (Ambitious, Collaborative, Compassionate, Empowering, Innovative). Ability to travel to, and work from, different locations across Cumberland, including occasional travelling out of the area when needed, including at times beyond standard working hours.	