

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	50902 - 3
Post Title:	Vehicle Mechanic
Unit/Team:	Fleet Management
Grade:	Grade E
Service:	Environmental and Public Realm Services
Reports to:	Vehicle Workshop Foreman
Issue Date:	March 2018

PURPOSE OF THE JOB

The prime purpose of the post is to ensure that the Council's comprehensive range of vehicles, plant and machinery are maintained to both a high standard and comply with all legal and health and safety requirements.

The post holder will ideally be qualified to undertake taxi compliance testing, preparation for MOT testing from Class 4 and 7 and undertake LGV MOT preparation to VOSA minimum standard or prepared to undertake the necessary training to achieve these qualifications.

To provide a mobile attendance to broken down vehicles including landfill sites during working hours.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To carry out the maintenance (including as necessary the ordering of appropriate parts) and repair (and cleaning prior to maintenance) of all vehicles, plant and machinery in accordance with the legal requirements of the Council, manufacturer and vehicle operator services agency (VOSA).
- 1.2 To ensure that all maintenance is fully documented in line with both the Council and VOSA's requirements.
- 1.2 To ensure that all vehicles, plant and machinery leaving the workshop after repairs are in a safe and legal working condition for use by employees of the Council or nominated representatives.
- 1.3 To ensure that all workshop practices and on-site repairs are carried out in a safe manner and strictly in accordance with the Council's Health and Safety at Work Policies.

- 1.4 To ensure that all hand tools and working equipment is kept in a safe working order, and to report any defects to the Vehicle Workshop Foreman or nominated deputy.
- 1.5 To ensure that the working environment is kept both clean and safe and that tools and equipment are safely stored when not in use.
- 1.6 To participate in all training programmes as may be required.
- 1.7 To be available to work flexible working patterns including weekend duties and bank holidays as are reasonably expected.
- 1.8 To carry out Department of Transport vehicle testing preparation and taxi compliance testing.
- 1.9 Such other duties commensurate with the grade, as may be required by the Vehicle Workshop Foreman or their nominated deputy.
- 1.10 To provide a mobile attendance to broken down vehicles both at the roadside and at landfill sites.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 To carry out testing of Hackney Carriages and hire vehicles on behalf of the Council.
- 2.2 Be courteous when dealing with members of the public. Ensure compliance with Health and Safety at Work Act and the Council's Safety Responsibilities. Any other reasonable duties required by the Waste and Transport Manager of the Works Services Unit.
- 2.3 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

None

5. RESPONSIBILITY FOR ASSETS AND DATA

Play an active role in identifying, managing and controlling risks relating to the business activities of the Service

6. EXTENT OF PUBLIC CONTACT

Hackney Carriage Licence Testing
Public – on site of repairs to vehicles

7. WORKING CONDITIONS AND ENVIRONMENT

Based at Hunters Lane Depot or at another location as required. This post also may require attending breakdowns / recovery at landfill sites.

8. CORPORATE RESPONSIBILITIES

All staff must act within the Council’s rules and follow all reasonable management requirements. These are contained within: The Council’s Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:	
Post holder	Date

PERSON SPECIFICATION



Post: Vehicle Mechanic

For effective performance of the duties of the post the post holder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Detailed practical and working knowledge in the maintenance and repair of light and heavy goods vehicles	E	A, I
Ability to repair / maintain petrol and diesel vehicles within a mixed fleet environment	E	A, R, T
Able to work at landfill sites to repair and recover vehicles as required	E	A, I
Full and valid Driving Licence	E	D
Ability to prepare heavy goods vehicles and be certified to the test standards of the Department of Transport	E	A, I
Ability to work as part of a team	E	I
Ability to organise own workload under instruction	E	I
Ability to communicate orally and in writing	E	I
Customer care skills in relation to communication with customers	E	I
Knowledge of pneumatic, hydraulic and electrical systems and the ability to maintain and repair them	D	A,I
LGV Class II Driving Licence	D	D
Time served fitter with City & Guilds qualified mechanic or NVQ3 in Vehicle Mechanics	D	D
Experience of working with refuse collection and footpath / road sweeping vehicles	D	A,I
Basic keyboard skills	D	A, D
Ability to repair / maintain horticultural / agricultural items of plant including welding	D	A, I

Application	A
Interview	I
Test (written, presentation, practical – e.g. word processing)	T
References	R
Documentary – e.g. certificates	D