

# Job Description

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## 1. Job Details

Job Title: Mechanic

Post Number: MECHANIC

Directorate: Community Services

Section: Fleet Services

Tier: 5, Grade: E

Responsible to: Senior Mechanic

Responsible for: N/A

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## 2. Job Purpose

- Carry out vehicle, plant and equipment servicing, repairs and testing.
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## 3. Main Responsibilities

- Undertake repairs, maintenance and servicing of all types of petrol and diesel engine vehicles including HGV, agricultural and light and medium commercial sized vehicles and also plant and equipment including mowers.
  - Diagnose vehicle defects and carry out appropriate repairs and maintenance as required including electrical, hydraulic and welding work.
  - Undertake routine inspections, condition reports, disposal reports, pre MOT/DLT inspections as necessary and testing/inspection of hackney carriages and private hire vehicles to ensure compliance with the council's taxi licensing responsibilities.
  - Attend vehicle breakdowns and undertake repairs as necessary including assistance in vehicle recovery.
  - Participate in the operation of an out of hours' standby service when the fleet is in service outside normal working hours. Complete electronic/manual records that may be required by the Senior Mechanic and/or the Fleet Services Manager.
  - Take all reasonable care of all materials, equipment and tools when in use.
  - Ensure Health and Safety compliance at all times, including the appropriate use of any Personal Protective Equipment (PPE) issued.
  - Drive vehicles as part of the servicing, repair, testing or recovery process including taxis.
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#### **4. Decision making**

- Diagnosing vehicle faults and determining the most appropriate action to rectify the faults.
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#### **5. Financial Responsibilities**

- Not Applicable
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#### **6. Key Contacts**

- Not Applicable
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#### **7. Standard Clauses**

##### **Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

##### **Equality and Diversity**

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

##### **Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

##### **Performance Management**

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

##### **Confidentiality**

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

**Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

**Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

**Disclosure and Barring Checks**

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person's appointment to the job.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by: N J Thurstan**

**Date: April 2019**

**Version: 2.0 – 4<sup>th</sup> April 2019**

**I understand and accept the job duties and responsibilities contained in this job description.**

**Signed..... Dated.....**

# Person Specification

**JOB TITLE: Mechanic**

**POST NO: MECHANIC**

<b>Essential Criteria</b>	<b>Assessment</b>	<b>Desirable Criteria</b>	<b>Assessment</b>
<b>EXPERIENCE</b>			
Maintenance and repair of a range of different petrol and diesel engine vehicles.	A, I	Experience of working with agricultural and mowing machinery used for grounds maintenance.	A, I
Maintenance and repair of Light/Medium Commercial vehicles.	A, I		
Experience of working with HGV municipal vehicles such as refuse collection vehicles and road sweepers.	A, I		
Understanding of health and safety requirements in a vehicle workshop setting.	A, I		
<b>QUALIFICATIONS</b>			
City and Guilds NVQ Level 3 (Light/Heavy Vehicle Maintenance) or demonstrable equivalent work experience in a similar role.	A, D		
<b>SKILLS &amp; KNOWLEDGE</b>			
Computer literate	A, I		
Detailed knowledge of vehicle mechanics and fault diagnoses/rectification.	A, I		
<b>OTHER REQUIREMENTS</b>			
Clean driving licence including category C1 HGV	A, D	Category BE (TRAILERS)	A, D
Enthusiastic attitude and ability to work autonomously or as part of a team.	A, I		
Willingness to undertake necessary training and personal development.	A, I		
Able to lift and move machinery, materials and equipment.	A, I		

Assessment: **A** – Application Form    **I** – Interview    **T** – Test    **D** – Documentation

**Version: 1.0 – 1 April 2019**