

Job Description

Service:	Operations
Job title:	Mechanic
Grade:	Grade E
Hours of work:	37
Responsible to:	Workshop Manager
Responsible for	
Direct reports:	N/A
Indirect reports:	N/A
Budget:	N/A

Purpose of Post:

To carry out maintenance and repairs on vehicles, plant and equipment as required by the Authority to a minimum of the DfT MOT Test standards.

Key Deliverables:

1. To carry out instructions from Workshop Manager
2. To Inspect Vehicles and to complete all relevant paperwork / documentation
3. The repair of vehicles and plant/road testing in accordance with current legislation
4. To use computerised diagnostics machines and fleet management computer systems
5. To weld with both gas and electric appliances
6. To operate drilling machines and associated equipment
7. To grind and shape metal / undertake metal fabrication work as required
8. To comply with all safety standards and report any defects on equipment, buildings and plant accordingly
9. To own and use (as a minimum requirement) a standard tool kit agreed by the Workshop Manager
10. To understand maintain and repair electrical systems
11. To understand maintain and repair hydraulic systems
12. To adjust the working hours flexibly by agreement with Workshop Manager
13. To clean as and when required
14. To communicate with internal employees as well as external suppliers
15. To test and sign for any work completed, confirming that the work has been carried out to the required standard
16. To operate according to the Authority's corporate values, financial regulations, HR Policies / Procedures, GDPR, Freedom of Information Act and code of conduct
17. To ensure at all times all health & safety legislation requirements are met and that the Authority's Health and Safety policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post. Ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored
18. To exercise proper care in handling, operating or safeguarding and equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post
19. To adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working
20. To carry out other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post
21. To engage with digital models of service delivery and support the implementation of digital working methods.
22. To manage and or use resources in ways that ensure value for money
23. To demonstrate a commitment to the delivery of excellent service for all customers and service users

Knowledge and Qualifications The minimum knowledge required to undertake this role and any qualifications or training essential for the role	Essential: LCV MOT requirements Health and Safety at work Welding / Hydraulic / Electrical systems Light plant and Mowers Computer literate – Fleet management and diagnostic equipment City & Guilds, Mechanics certificate or equivalent apprenticeship in Motor Vehicles GCSE's Grade C or above in English and Mathematics or equivalent Current valid UK Driving licence (Cat C) Desirable: MOT tester class IV & VII LGV Irtec accreditation
Experience Experience the person would need to do the job	Essential: Substantial experience working on commercial vehicle repair Desirable: Working on municipal vehicles
Skills and Abilities Specific skills the applicant would need to do the job	Essential: All aspects of vehicle maintenance Welding and fabrication Ability to work as part of a team or on own Ability to work with minimum supervision
Decision Making and Impact on Others What impact the reasons made by the post holder would have on others across the Council	The post holder is required to diagnose and repair in the shortest possible time, delays would impact directly on service delivery for other services
Communication with Internal and External Customers What customers the applicant would be in contact with in the job	Post holder is required to pass on information on complicated information to External suppliers in the diagnosis of issues. The Post holder must be able to pass on basic information to internal customers. Internal customer contact 50% External customer contact 50%

Personal Attributes and Other Requirements In this section please list any other qualities you are looking for from the applicant	Being able to see the bigger picture Adaptable to change Communicating Team working Delivering value for money to the tax payer
HDC values 	Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all. Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers. Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers. Respectful: We respect people's differences and are considerate to their needs. Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Demonstrates understanding of safeguarding issues
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events