

THE HIGHLAND COUNCIL

JOB SPECIFICATION

Service:	Communities and Place
Section:	Transport & Logistics
Post Designation:	Apprentice Mechanic
Grade and Salary:	Modern Apprentice appropriate trade salary Salary: Percentage of £23,896 Year 1 - Living Wage = £9.78 Year 2 - 80% of HC05 = £19,116.86, £ 9.93 p/h Year 3 - 85% of HC05 = £20,311.67, £10.55 p/h Year 4 - 90% of HC05 = £21,506.47, £11.17 p/h Full Trade = HC05 £23,896.08, £12.42 p/h (4 Year Fixed Term)
Location:	Brora
Responsible To:	Workshop Foreman
Job Purpose:	<ul style="list-style-type: none">• Repair and maintenance of the Council's Fleet of vehicles and plant under guidance, instruction and training.
Key Duties and Responsibilities:	<ul style="list-style-type: none">• Work as part of a team repairing and maintaining the Council's fleet of vehicles and plant.• Undertake training as required.• Fault finding and diagnosis including hydraulic and electrical systems.• Welding and Fabrication.• In field servicing.• Completion of statutory inspection sheets.• To contribute to the operational effectiveness, efficiency and productivity of the team in order to meet targets and deadlines.• Ensure compliance with Health and Safety Regulations.

- Ensure the safe keeping of tools, plant and equipment.
- To ensure cleanliness and tidiness of working areas.
- To wear protective clothing and equipment as issues and as necessary.
- To comply with all Health and Safety guidelines and procedures.
- To take personal responsibility for your own Health & Safety at Work.
- To be aware of your own actions in relation to the Health & Safety of others.

Other Duties:

The post holder may be required to undertake any other duties appropriate to the level of the post
Duties and responsibilities will vary from time to time.

**The Highland Council
Person Specification**

Service: Community Services
Job Title: Apprentice Mechanic
Location: Brora

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. No experience is required but some knowledge and experience of mechanical repair would be an advantage.
2. Minimum Grade 3 Pass in Standard Grade English, Mathematics and either a Science or Craft based study.
3. Basic keyboard skill would be an advantage but training will be given.
4. Manual dexterity and precision.
5. Ability to work on own initiative.
6. Flexible approach to work.
7. Ability to work in collaboration with others in busy team and to contribute to the practice of good team working.
8. Understand instructions and clearly and concisely report findings.
9. Ability to work in a tidy manner.
10. Willingness to accept direction/delegation.
11. Evidence of good health record.