PERTH & KINROSS COUNCIL

**JOB PROFILE**

**Job Title:** Apprentice HGV Mechanic

**Location:** Friarton Depot

**Service:** Communities

**Section:** Fleet Management

**Salary:**

**Responsible/reports to:** Manager/Chargehand

**Responsible For:** N/A

**Job Purpose:**

The overall purpose of the job is to gain the skills and knowledge to ensure that Perth & Kinross Councils fleet of vehicles, plant & mechanical equipment are maintained to a standard that complies with the Driver & Vehicle Standards Agency (DVSA), whilst complying with Perth & Kinross Council’s maintenance schedule.

During this time you will undertake an Apprenticeship and continuous personnel development through on the job training and become a fully skilled and qualified Vehicle Mechanic/Technician maintaining a wide range of municipal vehicles and plant.

**Main Accountabilities**

* With supervision assist to carrying out inspections of vehicles, plant and equipment to predetermined levels and report on their condition using the documentation provided.
* With supervision carry out services on vehicles at prescribed frequencies.
* With supervision carrying out repairs or fit replacement parts as required.
* With supervision diagnose, analyse and rectify faults occurring in above items by means of knowledge and through the use of computerised diagnostic equipment.
* Commissioning of new vehicles and removal of vehicles for disposal.
* With supervision attend breakdowns of vehicles and plant and assist in recovery if required.
* Work to set job times and ensure work is completed satisfactorily and timeously.
* Fully Comply with all Health & safety legislation and Council policies.
* Comply with all written and verbal workshop and Council procedures.
* Understand and complete all maintenance documentation to a legible and legal standard.
* Use a range of associated tools and equipment.
* You will attend college to work towards achievement of a Level 3 Scottish Vocational Qualification in vehicle Repair & Maintenance.
* Undertake any other duties which may be allocated as and when required.

**Job Specific Requirements**

**Knowledge & Experience**

* Have a good understanding of duties related to working in a Fleet Workshop/ maintenance environment.
* Previous work experience of this nature is advantageous
* Have an understanding of the purpose of Perth and Kinross Council.
* Standard Grade general/national 4 or above in Maths, English and a Science or Technical subject.
* A current UK Driving Licence is preferred (age permitting)

**Customer Care**

* Willing to deal with a variety of customers, both face-to-face and over the telephone in a manner which meets the Council’s Customer Care Standards

**Health & Safety**

* Able to cope with the demands of the job and attend on a regular basis.
* Willing to undertake Health & Safety training relevant to the post.
* Able to use equipment safely and have an awareness of Health and Safety issues.
* Have a basic knowledge of safe manual handling techniques

**Equality & Dignity at Work**

* Treat colleagues and customers with dignity and respect.
* Able to work co-operatively with others.

**Communication**

* Able to communicate effectively with work colleagues, within the team and service customers.
* Numerate and literacy skills; able to communicate effectively in the spoken and written word

**Flexibility**

* Willing to adapt to ongoing changes within the work environment.

**Achievement of Results**

* Willing to meet work schedule targets and deadlines
* Willing to commit to meeting agreed timescales and targets in relation to the level 3 Qualification in vehicle Repair & Maintenance Modern Apprenticeship.
* Willing to accept feedback and use this to improve performance

**Quality**

* Ability to produce high standard of work.
* Attention to detail and accuracy.
* Ability to read instructions and keep records as required.

**Team Working**

* Willing to work effectively as part of a team.
* Willing to follow instructions given by members of staff.

**Decision Making & Problem Solving**

* Know when to ask for assistance/guidance.