Heavy Goods Vehicle Mechanic

Grade 8

**Our Vision** Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

County Fleet is a trading service that is responsible for the sourcing and upkeep of the Council’s directly owned vehicle fleet. It supports a wide range of services including Highways, Libraries and Countryside. It has external customers, mainly in the public sector such as schools and academies but also other local authorities.

The service operates from a dedicated workshop in Stafford but supports the council and other customers across the whole county.

Reporting Relationships

Responsible to: Workshop Supervisor

Key Accountabilities:

1. To undertake a full range of repairs and maintenance to council and customers vehicles, plant and equipment including cars and Light Commercial vehicles and its fleet of minibus vehicles. These repairs will be carried out in accordance with DVSA guide to roadworthiness.
2. To complete service repair records to vehicles or equipment undertaken.
3. To ensure that all health and safety requirements and risk assessments are carried out and recorded within the workshop.
4. To carry out Tail Lift service and repairs and issue the appropriate LOLER certificate upon completion.

**Specific Accountabilities of the Role**

1. Carry out major repairs and preventative maintenance, including fault finding and diagnostic testing to a wide and varied fleet of cars and light commercial vehicles, contractors’ plant and specialist vehicles including MOT testing.
2. To fully prepare vehicles for annual plating and testing and deliver the vehicles to the appropriate test centre.
3. Carry out repairs including fault finding and diagnostic testing to vehicle electrics, hydraulics and pneumatics, especially those fitted to a range of specialist vehicles such as vehicle tail lifts and air conditioning. The ability to test and issue LOLER certificates is required.
4. Responsible and accountable for the completion of service and repair records in line with DVSA requirements.
5. To carry out electrical diagnostics and repairs in line with manufactures guidelines.
6. To carry out VOSA inspections in line with current MOT testing guidelines. It is also desirable that the person would be qualified to carry out the test for both the council’s fleet of vehicles and those of the general public using our facility.
7. To undertake minor body repairs utilising the council’s equipment including welders, MIG, TIG and ARC.
8. Complete repairs to hydraulic systems in accordance with manufactures guidelines
9. To actively participate in the Snowflake operation regarding winter maintenance and “Stand Too” and the 24-hour breakdown service offered to our lease customers.
10. To ensure that service records are kept and maintained in accordance with requirements and guidelines.
11. Assist the Workshop Manager in undertaking accident investigations, whilst ensuring that accident procedures are complied with.
12. Responsible for the proper and safe use of cleaning chemicals and associated products used within the workshop, ensuring correct storage and disposal of waste oils and products, cleaning any spillages in the immediate work area.
13. Undertake the above duties in accordance with service requirements, with flexibility across the day.
14. When required, lock and unlock the workshop.
15. Undertake any other duties in line with role requirements.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership**  • Hold a qualification to complete ministry of transport (MOT) Class 4,5 and 7  • Have a good degree of education and ideally hold a relevant qualification within the motor transport industry  • Category B and C Driving licence.    • ATA Qualification / Intec Qualification  • Refrigerant handling certificate  • Tail Lift Knowledge / LOLER Certification Processes | A/I  A/I  I  A/I  A/I  AI |
| **employer_small** | **Knowledge and Experience**   * Experience of processes and procedures in fleet management and workshops * Experience of working in fleet workshop * Knowledge of health and safety requirements within fleet management * Good knowledge of fleet management ICT systems * Good working knowledge of both petrol and diesel motor vehicles | A/I  A/I  A/I  A/I  A/I |
| **employer_small** | **Skills**  • High level of professionalism  • Strong interpersonal skills  • Able to build relationships  • Good communicator  • Team player  • High level of diligence, tenacity and resourcefulness | A/I  A/I  A/I  A/I  A/I  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300