| Job Title:  | Mechanic  |
| --- | --- |
| Service Area:  | Refuse & Recycling  |
| **Band & SCP:** | **Band 6 SCP 18-23**  |
| Reports to:  | Senior Mechanic  |
| Responsible for:  | N/A  |
| Team: | Refuse & Recycling  |
| **Location:**  | **Depot**  |

**Agile Working**

This postholder will be required to work inside a busy fleet maintenance workshop and undertake roadside or onsite fleet maintenance in the event of a breakdown in outdoor working environments.

**Main Job Purpose**

To carry out routine repair, maintenance and service of heavy and light vehicles in accordance with relevant legislation, manufacturer’s instructions and maintenance schedules.

**Key Responsibilities**

* Maintenance of all Councils vehicles and plant/equipment and to exercise quality control at all times.
* Carry out inspection of vehicles to ensure compliance with required standards and the Council’s Operators License
* Respond to and repair or arrange repair of vehicles and plant machinery equipment.
* Maintain the workshop to a clean and safe standard to minimise risk of accident/harm
* Recording of maintenance and defects to vehicles.
* Purchasing of parts and equipment and assisting in the management and control of stock in and out of the vehicle workshop.
* Service vehicles and plant equipment to ensure compliance with require standards.
* To drive Council vehicles as necessary.
* Assist the Senior Mechanic to devise and manage procedures which will sustain effective performance and maintain adequate records.
* Assist in the planning of the vehicle/plant service records in liaison with the Senior Mechanic.
* To assist in the monitoring of budgets and ensure value for money in all aspects of work without compromising quality.
* To assist in the preparation of annual estimates when required.
* To comply with the provisions of Health and Safety Act as amended or any re-enactment thereof within the terms of the Council’s staff Development.
* To negotiate with the Council’s partners/suppliers for stocks/materials/services to achieve best value for money.
* Key holder for the workshop.
* The post holder will be required to ensure that any data systems under his/her control are kept secure and properly managed.
* To demonstrate the Council’s Values in all aspects of work.

**Additional Requirements**

* Carry out additional duties commensurate with the grade for the post as and when required.
* Embrace and promote our Values & Behaviours
* Promote equality, diversity and inclusion in line with our policies and procedures.
* Comply the Data Protection Act 2018, the Computer Misuse Act 1990, the Human Rights Act and the Freedom of Information Act 2000, or any statutory re-enactment thereof at all times.
* To take all necessary steps to ensure that information acquired through their employment or contained within the Council is kept confidential.
* Take responsibility for personal development.
* Work outside of normal working hours on an ad-hoc basis to attend meetings or complete essential tasks.
* Ensure that all Policies and procedures are followed.
* Demonstrate commitment to and support for safeguarding and promoting the welfare of children, young people and vulnerable adults.
* You will be required to always wear protective clothing and uniform.

Note: This is a description of the job at the point it was developed and it may be necessary to vary duties and responsibilities from time to time. We will periodically review job descriptions to ensure that they relate to how the job is carried out and to incorporate any changes that are required. We will aim to reach an agreement to any reasonable changes with the postholder but if agreement is not possible we reserve the right to insist on changes to the job holder after consultation with the postholder.