

Role Profile

Role Profile Created: 1st May 2015

Post Title:	Motor Mechanic
Grade:	Grade 7

ROLE DEFINITION

To assist in the maintenance of the Council's fleet of public utility vehicles and plant and also non fleet vehicles or plant inspected or maintained by the authority.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- To undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- To undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Servicing, diagnostic inspection and repairs of defects in the full range of public utility vehicles within the Council's fleet of light and heavy vehicles, plant and power engine units.
- Assist with the development of a service program for a range of mobile and static plant and attachments.
- Prepare and submit vehicles for ministry of transport testing.
- Ensure that the fleet complies with current legislation.
- Ensure repairs and servicing are completed in accordance with manufacturers specifications.
- Ensure compliance with the Operator Licence and Council policy.
- Completion of appropriate vehicle records.

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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	<ul style="list-style-type: none"> Time-served mechanic, and/or qualified to a minimum of City & Guilds Standard, or equivalent qualification 		<ul style="list-style-type: none"> Application Form Interview
Experience	<ul style="list-style-type: none"> Preparation of vehicles for MOT Testing Maintenance and inspection of a range of mobile and static plant and attachments Diagnostic analysis of vehicle defects Completion of service and repair vehicle worksheets 	<ul style="list-style-type: none"> Maintenance and inspection of hydraulic systems and electronic management systems Use of smoke analysis management systems Maintenance of road gritting apparatus and bin lifting equipment On site repairs 	<ul style="list-style-type: none"> Application Form References Interview
Specialist Knowledge		<ul style="list-style-type: none"> Development and management of plant servicing programs Use of electronic fleet management system 	<ul style="list-style-type: none"> Application Form Interview Pre/Post-Interview Check (if appropriate)
Skills and Abilities		<ul style="list-style-type: none"> Computer and keyboarding skills Written and verbal communication skills 	<ul style="list-style-type: none"> Application Form References Interview

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<p>Other</p>	<ul style="list-style-type: none"> • All applicants must be able to work on their own initiative and have the ability to exercise judgement and solve problems • Driving Licence covering categories B, C1, D1 • The ability to work in all weather conditions 	<ul style="list-style-type: none"> • Driving Licence covering categories B+E, C1+E, C, C+E, D1+E, D, D+E • The ability to participate in a winter road gritting standby repair rota 	<ul style="list-style-type: none"> • Application Form • Interview • Pre/Post-Interview Check (if appropriate)
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OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<p>Focus.</p> <p><i>we</i> put our customers first <i>we</i> understand the bigger picture</p>	<ul style="list-style-type: none"> • Provide excellent customer services. • Meet and where possible exceed the expectations of internal and external customers. • Understand the performance levels and standards required within our own role and strive to achieve and where possible exceed these. • Know how the work we do fits into the overall performance of the Council.
<p>Passion.</p> <p><i>we</i> take pride in the jobs we do <i>we</i> are ambitious for our community</p>	<ul style="list-style-type: none"> • Take ownership of our own actions and performance. • Reflect on the work we do and consider how it could be improved. • Have a positive impact on the lives of our customers and their communities. • Push the boundaries to help our customers and communities realise their potential.
<p>Inspiration.</p> <p><i>we</i> all look for better ways to deliver our services <i>we</i> achieve the best results by working together</p>	<ul style="list-style-type: none"> • Find new ways to deliver improvements, efficiencies and value for money. • Embrace change with enthusiasm and creative ideas. • Work together and creatively produce the best outcomes for our customers and communities. • Plan all activities with the end goal in mind.