Aberdeenshire COUNCIL **Job Profile**

January 2013

1. JOB IDENTITY

Post Title:	Apprentice Mechanic	**Service:**	Infrastructure Services
Section:	Fleet Services (VMS)	**Grade:**	Apprentice Scheme Grade
			Year 1 JA Eng Craft 50%
			Year 2 JA Eng Craft 70%
			Year 3 JA Eng Craft 80%
Reports to:	Repair Depot Supervisor		

2. JOB PURPOSE

Under supervision until competency levels agreed work towards

- Service and maintain Aberdeenshire Council vehicles and plant
- Service and maintain other parties vehicles and plant, as directed by the Supervisor or Foreperson

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Inspect, service, maintain and repair vehicles, plant and equipment within Repair Depots and off-site, or at the roadside in the case of breakdowns
- Undertake such work in a safe and proper manner ensuring Repair Depot Standards are maintained

4. QUALIFICATIONS AND TRAINING

Essential:

- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
- Current full driving licence (if age applicable)

Desirable:

- Basic knowledge of electrics and / or hydraulics

5. EXPERIENCE

Essential:

- Ability to use hand tools in a safe manner

6. KNOWLEDGE AND SKILLS	
Essential:	• Customer focused • Good communication and interpersonal skills • Dependable with a keen interest to learn • Computer literate

7. ADDITIONAL REQUIREMENTS	
Driving Compliance	This post has responsibility for and is required to drive Aberdeenshire Council vehicles. The preferred candidate will be required to produce a current, valid driving licence. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post