

JOB DESCRIPTION - CITY DEVELOPMENT

IDENTIFICATION

Post Title: Mechanic
Section: Fleet Section
Responsible to: Assistant Manager Workshops
Responsible for: N/A

Post Ref:
Grade: CR07

JOB PURPOSE

To carry out all aspects of scheduled maintenance, safety inspections and repairs on a wide range of light and heavy goods vehicles, plant and equipment as required.

PRINCIPAL WORKING CONTACTS

Assistant Manager Workshop
Workshop Chargehands
Workshop Operatives
Mechanics
Stores Staff
Fleet Manager
Operational Staff
Taxi Drivers

MAIN DUTIES

Carry out all scheduled maintenance, servicing and road-worthiness inspections on a range of light and heavy goods vehicles, plant and equipment.

Utilisation of technology in respect of new Fleet Management System to ensure vehicle / workshop records are recorded / maintained to desired quality.

Communication with customers (both internal and external) in relation to vehicle / plant issues, ensuring high levels of customer service.

Prepare all types of vehicles for annual testing including presentation at an approved test station.

Carry out all necessary unscheduled maintenance work, repairs and breakdown repairs to a range of light and heavy goods vehicles, plant and equipment. This will include mechanical, electrical, electronic, hydraulic and pneumatic aspects of work.

Use appropriate diagnostic techniques to determine the cause or causes of defects in vehicles, plant, components and systems.

To attend training courses as required in order to achieve specific skills in all aspects of vehicle, plant and equipment maintenance, servicing, repairs and road worthiness inspections.

Recovery of broken down or immobilised vehicles, plant and equipment utilising proper techniques.

To provide instruction, guidance and support to apprentices as required.

To maintain current and develop any new certification/registration required of the post

Use Fleet Management System in all aspects of work to record, maintain and update information on plant, vehicles and equipment.

Carry out all reasonable tasks as instructed by the Workshop Chargehand, Assistant Manager Workshops or Fleet Manager.

Observe and maintain standards of safety, which have to meet the requirements as laid down by Dundee City Council and any additional or specific safety requirements by the Workshop Chargehand, Assistant Manager Workshops or Fleet Manager.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Mechanic

DIVISION/DEPARTMENT SECTION: City Development - Fleet Section

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	City and Guilds/ Scotvec Craft or Technicians Certificate or equivalent VQ level 3		Application Form
RELEVANT WORK/OTHER EXPERIENCE	Experience of servicing, maintenance, repairs and overhauls to vehicles, plant and equipment.	Experience of working with light & heavy vehicles or agricultural plant and equipment or within an MOT and Taxi testing Environment. Experience of working with HGV vehicles. Experience of working in Local Authority environment.	Application Form Interview
PARTICULAR SKILLS/ABILITIES	Working knowledge of mechanical, electrical, electronic, hydraulic, pneumatic repairs.	IT Literate Knowledge of computerised Fleet Management Systems	Application Form Interview References
PERSONAL QUALITIES	Ability to work as part of a team. Capable of using own initiative. Good communication skills both oral and written Customer Service awareness and focus.		Interview/Application Form
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willing to attend training courses (in house and external). Full Driving Licence (Level 1 or 2)?	LGV Licence (Category C)	Application Form/Interview