THE HIGHLAND COUNCIL

JOB SPECIFICATION

Service: Place, Facilities Fleet & Transport

Section: Transport & Logistics

Post Designation: Apprentice Mechanic

Grade and Salary: Modern Apprentice appropriate trade salary

Salary: Percentage of £34,458.84

Year 1 - Living Wage = £13.52 p/h

Year 2 - 80% of HC06 = £27567.07, £ 14.33 p/h

Year 3 - 85% of HC06 = £29290.01, £15.22 p/h

Year 4 - 90% of HC06 = £31012.96, £16.12 p/h

Full Trade = HC06 £34,458.84, £17.91 p/h

(4 Year Fixed Term)

Location: Various repair workshop locations across Highland Council

Responsible To: Workshop Team Leader

Job Purpose:

- Repair and maintenance of the Council's Fleet of vehicles and plant under guidance, instruction, and training in accordance with the relevant legislation.

Key Duties and Responsibilities:

- Work as part of a team repairing and maintaining the Council's fleet of vehicles and plant in accordance with the relevant legislation and best practice documents.
- Undertake training as required.
- Fault finding and diagnosis including hydraulic and electrical systems.
- Welding and Fabrication.
- In field servicing.
- Completion of statutory inspection sheets.
- To contribute to the operational effectiveness, efficiency and productivity of the team in order to meet targets and deadlines.
- Ensure compliance with Health and Safety Regulations.
- Ensure the safe keeping of tools, plant and equipment.

- To ensure cleanliness and tidiness of working areas.
- To wear protective clothing and equipment as issues and as necessary.
- To comply with all Health and Safety guidelines and procedures.
- To take personal responsibility for your own Health & Safety at Work.
- To be aware of your own actions in relation to the Health & Safety of others.

Other Duties: The post holder may be required to undertake any other duties appropriate to the level of the post duties and responsibilities will vary from time to time.

The Highland Council

Person Specification

Service: Place

Job Title: Apprentice Mechanic

Location: Various repair workshop locations across Highland Council

Essential Attributes

To be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. No experience is required but some knowledge and experience of mechanical repair would be an advantage.

2. Minimum Grade 3 Pass in Standard Grade English, Mathematics and either a Science or Craft based study.

3. Basic keyboard skill would be an advantage, but training will be given.

4. Manual dexterity and precision.

5. Ability to work on own initiative.

6. Flexible approach to work.

7. Ability to work in collaboration with others in busy team and to contribute to the practice of good team working.

8. Understand instructions and clearly and concisely report findings.

9. Ability to work in a tidy manner.

10. Willingness to accept direction/delegation.

11. Evidence of good health record.