

January 2015

1. JOB IDENTITY

Post Title:	Chargehand Mechanic	Service:	Infrastructure
Section:	Fleet	Grade:	JA Eng Craft +5%
Reports to:	Depot Supervisor		

2. JOB PURPOSE

- Responsible in the absence of the Depot Supervisor for the supervision development and cost effective operations of the repair depot. To service, repair and maintenance of Aberdeenshire Council vehicles and other parties plant and equipment as required

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

- Ensure in the absence of the Depot Supervisor the efficient operation of the workshop
- Inspect, service, repair and maintain vehicles, plant and equipment with Repair Depots and off site
- Undertake service and repair at the roadside in case of breakdowns
- Participate in the winter maintenance standby rota
- Ensure that work is done to a safe and proper standard

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Time Served Qualification
 - Current Valid Driving Licence
 - Light Goods Driving Licence + Smart Card

5. EXPERIENCE

- Essential:**
- Experience in maintenance and repair of vehicles, plant and equipment

6. KNOWLEDGE AND SKILLS

- Essential:**
- Flexible, dependable and committed to the job
 - Ability to work unsupervised
 - Good communication skills
 - Good customer relations

Desirable: • Supervisory Skills

7. ADDITIONAL REQUIREMENTS

Criminal Records Checks for Employment	Not applicable to this post
Driving Compliance	AC vehicle driver 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 Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.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
Work Smart	This position is designated as a ' Mobile ' post as detailed on the Worksmart website - http://worksmart.aberdeenshire.gov.uk/