



December 2017

1. JOB IDENTITY

Post Title:	Mechanic Foreperson	Service:	Infrastructure
Section:	Fleet	Grade:	JA Eng Craft + 10%
Reports to:	Repair Depot Supervisor		

2. JOB PURPOSE

- To service, repair and maintain Aberdeenshire Council vehicles and other parties plant and equipment as required, and to be responsible in the absence of the workshop supervisor and or the assistant supervisor for the supervision and effective deployment and control of repair depot personnel

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

- Co-ordinate and ensure efficient operation of workshop
- Programme vehicles for presentation of MOT and HGV Testing Stations
- Maintain history files for each vehicle and item of plant as required by the Ministry of Transport
- Liaise between workshop, internal transport and customers
- Monitor workshop performance and quality to ensure that contract conditions are met
- Ensure recovery of costs for all work outside of contract done for internal and external clients
- Inspect, service, repair, and maintain vehicles and plant as required
- Undertake service and repair at the roadside in case of breakdowns as required
- Participate in the year round standby rota
- Ensure that the workshop complies with all statutory Health & Safety, Environmental, Department of Transport and Council Regulation

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Time Served Qualification or Equivalent Experience
 - Current Valid Driving Licence
- Desirable:**
- LGV Driving Licence
 - Smart Card

5. EXPERIENCE

- Essential:**
- Experience in maintaining various types and sizes of vehicles and plant
 - Competent in the use of ICT with knowledge and experience of MS Office and use of packages to a proficient standard
- Desirable:**
- Experience in maintaining specialist vehicles and plant e.g. refuse collection and winter plant

6. KNOWLEDGE AND SKILLS

- Essential:**
- Proven record of managing and supervising others
 - Ability to work in a team
 - Customer-focussed with excellent organisational, interpersonal, communication, with the ability to work to tight and often conflicting deadlines and secure positive outcomes
 - Evidence of flexible approach
 - Commercial approach

7. ADDITIONAL REQUIREMENTS

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