

Recruitment Pack



EAST RENFREWSHIRE COUNCIL

WORKSHOP MECHANIC

ERN06643

EXTERNAL

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This Recruitment Pack should contain all the information you require to complete your application.



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DEPARTMENT:	Environment
JOB TITLE:	Workshop Mechanic
JOB STATUS:	Full Time
DURATION:	Permanent
NUMBER OF VACANCIES:	2
GRADE:	7
HOURLY RATE:	£17.54 - £18.85
ANNUAL SALARY:	£33,837 - £36,365
HOURS PER WEEK:	37
LOCATION:	Thornliebank Depot

Purpose of the role: As an integral member of the Neighbourhood Services Team, you will be responsible for supporting the day-to-day operational running of the service, ensuring that service, people, finance, customer and resource requirements are delivered to a high standard.

You will be responsible for the servicing, inspection and repair of a range of vehicles and equipment across the council fleet and machinery. Ideally candidates will hold MOT class 4 & 7 certification or be willing to undertake the required training to achieve certification upon appointment.



Please note fitness to drive is an essential requirement of the role and if you are made a conditional offer of employment you will be required to take a form to your GP to verify your fitness to drive group 2 (category C/D) vehicles. You will be liable to pay any fees charged by your GP for completing the form.

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

Please note - East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)



Recruitment Dates

Closing date for applications: midnight on Sunday 1 November 2026

Shortleat date: 05 November 2026

Interview date: 19 November 2026

If you would like an informal discussion about the post, please contact Desmond McCue, Transport Lead, on 0141 577 8605 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children



For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.



Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here

- <https://www.eastrenfrewshire.gov.uk/careers>

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:

<https://www.eastrenfrewshire.gov.uk/hr-privacy-notice>



JOB DESCRIPTION



Department: Environment

Division/Section: Neighbourhood Services

Job Title: Workshop Mechanic

Responsible to: Workshop Supervisor

Grade: 7

Purpose of the Role: As an integral member of the Neighbourhood Services Team you will be responsible for supporting the day-to-day operational running of the service, ensuring that service, people, finance, customer and resource requirements are delivered to a high standard.

You will be responsible for the servicing, inspection and repair of a range of vehicles and equipment across the council fleet and machinery. Ideally candidates will hold MOT class 4 & 7 certification or be willing to undertake the required training to achieve certification upon appointment'.

Responsibilities

- Be responsible for supporting the management team in the day-to-day supervision of operational matters which include, service, people, finance, customer and resources within Neighbourhood Services.
- Support the Workshop supervisor in undertaking the planning and scheduling of activities in support of day-to-day front-line operations.
- Responsible for the repair of defects across the range of council fleet and machinery.
- Responsible for the preparation of vehicles prior to external servicing and testing.
- Responsible for identifying and escalating issues to the Workshop Foreman.



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- Responsible for ensuring all vehicles are serviced and inspected in line with council policy.
- Contributes to ensuring that vehicles are compliant with the requirements of the department's Operator Licence and have a current MOT test certificate as appropriate.
- Responsible for the completion and maintenance of vehicle records.
- Responsible for undertaking MOTs and taxi tests.
- Responsible for operating within agreed safe systems of work.
- Support the workshop supervisor in being compliant with national guidance/regulation/legislation/council policy and procedures which are relevant to Neighbourhood Services and supporting other colleagues in this area.
- Support the workshop supervisor in delivering a high standard of work performance and service delivery, escalating concerns where appropriate.
- Have a working knowledge and adhere to all Health and Safety Legislation, Regulations, Safe Systems of Work and Risk Assessments. Ensure employee compliance in all aspects of Health and Safety.
- Responsible for the quality assurance of work and assets maintained by Neighbourhood Services, providing appropriate quality control measures to ensure work is consistently completed to the defined quality expectation.
- Contributes to complaint investigations escalated from the department's Customer Complaints team where they cannot be easily resolved at this first point of contact and additional investigation is required.
- Responsible for supporting new ways of working, implementation of new initiatives and culture change within Neighbourhood Services.
- Be responsible for supporting and undertaking work instruction from other managers within the Neighbourhood Services function.
- Responsible for rotating across Neighbourhood Services functions, as required based on the workforce plan and resource requirements.
- Be responsible for your development including gaining knowledge of all multi-function areas within Neighbourhood Services.

- To undertake any other duties as required as deemed appropriate.
- To conduct yourself in line with the Council's Values, Capabilities, the Code of Conduct.
- To undertake unsocial hours/shift working where appropriate inc Standby.

NOTE: This job description is a broad outline only of the duties of the post and these may be revised from time to time.



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PERSON SPECIFICATION

POST OF:	WORKSHOP MECHANIC	DEPARTMENT:	ENVIRONMENT
GRADE:	7	SERVICE:	NEIGHBOURHOOD SERVICES
ATTRIBUTES	ESSENTIAL	DESIRABLE	
Professional/ Educational Qualifications or Equivalent Work Experience	- City and Guilds in motor vehicle Mechanics or equivalent. - LGV vehicle driving licence Class C. - MOT Tester Certification, or, have the ability to achieve certification immediately upon appointment.		
Relevant Work/Other Experience/Skills	- Proven experience and track record operating within a vehicle workshop - Proven experience of undertaking defect repairs for a range of vehicles and machinery - Experience of mechanically maintaining a range of fleet vehicles, equipment and machinery and carrying out MOTs and services. - Be able to demonstrate the ability to work with minimum supervision and effectively prioritise and organise workload. - Able to utilise standard IT packages inc e-mail, word processing, spreadsheets		

	• Able to adapt to change • Able to identify problems/risks and provide practical resolutions	
Personal Qualities/ Behaviours	• Good Communication Skills • Commitment to customer-focussed service provision	• Ability to motivate teams • Excellent interpersonal and influencing skills.
Additional Job Requirements	• Ability to work unsocial/irregular hours/shifts • Driving licence	