

**Job Description**

**Position Title: Apprentice Heavy Vehicle Service and Maintenance Technician**

**Salary Grade: £3.90 per hour (in first year)**

**National Minimum Wage (in second year)**

**Directorate: Economy and Place**

**Service: Place**

**Reports to: Vehicle Workshop Manager**

**Purpose**

The post holder will support the efficient operation of the Council’s vehicle workshops learning all aspects and qualifying in servicing and maintaining and repairing specialist heavy vehicles. They will work under supervision to enable them to work safely and gain knowledge to enable them to complete their training

The post holder will be required to learn and be given training in the required skills and responsibilities of a Heavy Vehicle Service and Maintenance Technician over the term of the apprenticeship to then be able to undertake the full range of duties listed below at the conclusion of the Apprenticeship.

**Main Duties and Responsibilities:**

* To be able to develop knowledge experience of - Vehicles and plant maintenance, driving large goods vehicles, customer service skills through classroom and on the job training,
* To be able to deliver repairs in a timely and effective manner;
* Ability to work early mornings (7:30am till 3:30pm) and / or late shifts (12:30 till 8pm) on weekdays.
* To undertake lifting or carrying of heavy items and equipment, as required.
* Develop skills and knowledge to be able to operate a range of tools and equipment which are potentially hazardous in nature, whilst under supervision;
* To wear protective clothing or equipment, as and when required;
* Too work outside in all types of weather conditions, as and when required;
* Ability to understand the use of, and readinging of manuals and electronic information.
* To be able to observe and judge distances and colour coded components in order to effectively repair and maintain vehicle systems;
* The ability to obtain a UK driving licence during the training programme, and after completion of training, (at age 21) a Large Goods Vehicle driving licence in order to drive the specialist vehicles being serviced;
* To demonstrate a commitment to developing personal skills in accordance with the apprentice framework;
* To meet deadlines associated to progression through the full apprenticeship period;
* To complete assignments/projects which relate to the apprenticeship framework to meet target dates;
* To treat all information gathered, either electronically or manually in a confidential manner;
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies;
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation;
* Comply with the principles and requirements in relation to the management of Council records and information; respect the privacy and personal information held by the Council’ use Council information only for authorised purposes.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council

**August 2018.**