# REGENERATION & NEIGHBOURHOODS

### VEHICLE FLEET

#### **JOB DESCRIPTION**

**Job Title** Fleet Maintenance Apprentice

**Section:** Fleet Services

**Responsible to:** Fleet Services Team Leader

**Purpose of Post**

The post is within Fleet Services section as a Fleet Maintenance Apprentice who will specialise in developing the necessary skills in servicing, diagnostics and repair of vehicles, plant and equipment within the following areas:

* **Small Plant**

Strimmers, chainsaws, pedestrian mowers, hedge cutters, pneumatics inc. compressors & air tools, etc.

* **Specialist Groundcare/ Streetscene vehicles**

ride-on-cylinder and rotary mowers, Precinct and large mechanical sweepers, Gulley emptier, vehicle mounted lift platforms etc

* **Tractors and comprehensive range of specialist tractor mounted equipment**

Chippers, flails, gang mowers, blower vacs, winches, etc.

* **Specialist construction equipment**

360º/180º Excavators, backhoes.

* **Large scale municipal waste vehicles**
* **Cars and general LGV fleet**

Specifically the apprenticeship will focus on developing the post holder in the following key areas so they have comprehensive practical experience and detailed knowledge of:

1. Fault finding and diagnostics
2. Low voltage electrical systems
3. High voltage electrical systems (electric powered vehicles/machines)
4. Hydraulic control systems
5. Diesel and petrol engines
6. Pneumatics (compressors & air tools)

### The vehicle fleet, plant and equipment is maintained to a standard as required by the conditions of the operations licence. This standard is pivotal to ensuring roadworthiness and minimizing downtime. We carry out MOT testing in classes I,II,IV,V and VII. In addition, Hartlepool Borough Council is an Authorised Testing Facility for LGV, PSV and ADR Vehicles.

Fleet Services role is crucial to the overall efficiency and cost effectiveness of our client’s frontline work. Our clients work closely with us and expect minimal vehicle down time as a result of servicing and repairs so that disruption to their frontline service delivery is avoided. This Apprentice Post is seen as critical in developing the necessary experience and versatility within Fleet Services to fore fill in the future the increasingly specialist requirements of our service contracts with clients.

The post is subject to the following conditions:

* The post is based at Tofts Farm Depot but may, after induction and suitable period of training require the post holder on occasion to travel to other areas of the town to respond to callouts and vehicle/parts collections. The post holder will be provided with suitable transport should this be required.
* Some of the work requires outdoor work, occasionally the post holder will be expected to assist in the repair of vehicles and plant working in various weather conditions.
* The post holder will be expected to occasionally work outside normal core hours to complete work.

The post holder will be expected to:

* Assist in any other duties of a related nature which might reasonably be required and allocated by the Fleet Services Team Leader.
* Undertake any training as necessary to perform the duties of the role.
* Participate fully in the employee health surveillance programme.

Main duties and responsibilities

1. To assist in the Repair and Maintenance of the Council’s vehicle fleet, plant and equipment.
2. To ensure that the work place is kept clean and tidy as is reasonably practicable and ensure good housekeeping.
3. Understand and follow the Council’s Health and Safety policies.
4. To assist in ensuring that all relevant risk assessments are complete and complied with before starting any task.
5. To complete all relevant documentation / worksheets in relation to work carried out within the Vehicle Workshop and input data as required to the appropriate software.
6. To work as part of the maintenance team.
7. Report all accidents, damage or near misses to Management however small in accordance with the Council’s Health and Safety procedures.
8. To work with your mentor unless told otherwise by the Workshop Team leader.
9. Participate as a team member in any project management initiative relating to the improvement of the service within Fleet Services.
10. Attend all training and education programmes and fulfil all assessment requirements, as agreed between Hartlepool Borough Council and the designated training providers, in order to achieve the Apprenticeship framework.
11. Any other duties of a related nature which might reasonably be required or allocated by the Fleet Services Manager.

## Changes

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should therefore be regarded as immutable but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation which if wished may involve a Trade Union/Professional Association representative.