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| **Post title** | Workshop Fitter |
| **JE Reference No** |  |
| **Grade** | Craft Rate £28,785 per annum (rate April 2019) |
| **Service** | Regeneration and Local Services |
| **Service Area** | Direct Services – Fleet Services |
| **Reporting to** | Workshop Supervisor. |
| **Location** | Your normal place of work will be either Meadowfield Depot, Chilton Depot, Hackworth Depot or Morrison Busty Depot however, you may be required to work at any council workplace within County Durham |
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| **DBS** | This post **is not** subject to a disclosure.  . |
| **Flexitime** | Flexible working policy is not applicable to this post.  Normal hours of work operating alternative working hours on a 2 shift rota system covering Monday – Thursday 7.00am – 5.30pm, Friday 7.00am – 5.00pm (37 hours per week). |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

To undertake the repair and maintenance of plant, light and heavy vehicles

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* Undertake the repair and maintenance to various types of vehicles, plant and associated equipment in accordance with the Unit’s stated performance targets and customer requirements.
* Operate diagnostic equipment and specialist tools / equipment.
* Attend vehicle and plant breakdowns and provide assistance as appropriate.
* Undertake vehicle / plant / equipment safety inspections.
* Undertake / assist with MOT testing as appropriate.
* Accurately complete prime documents for all work undertaken along with other associated administrative requirements, manually and electronically.
* Provide support when required to assist in routine inspections / maintenance of workshop and depot facilities.
* Provide support to Fleet Services Fabrication Team.
* Ensure health and safety is maintained within the workplace.
* Communicate with suppliers and subcontractors in obtaining materials and facilitating repairs when required.
* Participate within a shift pattern rota system covering the operational hours of the workshops.
* May be required to participate within a staff rota system in providing after normal workshop hours call-out for Fleet Services.

This job description sets out the main duties associated with the role, however, the post holder may be required to undertake other duties in connection with the work of the Unit commensurate with the grade and responsibilities of the post.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal change to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

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| Person specification Regenerational and Local Services | | |
|  | Essential | Desirable |
| Qualifications | * Qualification in light or heavy goods vehicle maintenance or horticultural machinery maintenance to a minimum of NVQ level 2 or equivalent   Hold a minimum category B driver licence | * Member of an appropriate professional Institute * Hold a class 4,5 and 7 MOT testing certificate * Hold a current drivers licence category C1 and D1 * HGV driver licence category C * Qualification in light or heavy goods vehicle maintenance or horticultural machinery maintenance to a minimum of NVQ level 3 or equivalent |
| Experience | * Completed an appropriate apprenticeship * Substantial experience in operating within a vehicle fleet / contract hire or horticultural machinery, plant and equipment maintenance environment | * . Proven diagnostic capability * Working knowledge of winter maintenance and refuse collection vehicles * Working knowledge of maintaining horticultural equipment |
| Skills & Knowledge | * Ability to work with a minimum of supervision utilising own initiative * Knowledge of the minimum requirements with respect to vehicle and plant safety inspection procedures * Ability to undertake effective vehicle/plant repairs in the field * Knowledge of operating diagnostic equipment and specialist tools * Communicate effectively with supervisory staff and user departments on all levels * Ability to accurately complete works instructions / inspection reports by manual or electronic processes * Knowledge of LOLER Regulations * Knowledge of workshop / depot health and safety polices / procedures | * Ability to undertake fabrication and welding repairs * Ability to undertake routine inspections / maintenance within a workshop and depot environment * Ability to prepare HGV vehicles up to Plating & Testing standards |
| Personal Qualities | * Articulate * Team player * Willingness to work outside of normal office hours and will include working alternative hours at some workshops * Willingness to participate in after normal hours call-out * Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment. | . |