

JOB DESCRIPTION

Post Title: Apprentice Workshop Technician		Director/Service/Sector		Office Use	
Grade: National Apprenticeship Wage		Workplace: Alnwick/ Hexham (X2)/ Blyth		JE ref:	
Responsible to: Workshop Manager		Date: June 2022	Manager Level	HRMS ref:	
Job Purpose: The efficient and effective maintenance of Vehicles and Plant					
Resources		Follow the guidance of qualified workshop staff			
Staff					
Finance		None			
Physical		Depot working with variety of tools and equipment. Use of Fleet Database. Emergency Response.			
Clients		Internal Highways, Neighbourhood and Waste services and lease car users. Various external organisations and members of the public.			
Duties and key result areas: Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. You will complete apprenticeship training to enable you to develop into the below responsibilities:					
<div>1. To attend all apprenticeship training and successfully complete End Point Assessment.</div> <div>2. Assist with the Preparation of all vehicles to M.O.T. (Ministry of Transport) and LGV (Large Goods Vehicle) Testing Station standards.</div> <div>3. Assist with Diagnosing faults by road testing vehicles, visual inspection, by use of computerised diagnostic software and any other method agreed by industrial standards.</div> <div>4. Accurately identify & order parts, components and systems from manuals, diagrams, computerised documents and direct from vehicle/plant.</div> <div>5. Over time, gain the ability to service and repair the full range of vehicles and plant within the County Council's fleet to ensure the safety of drivers, operators and members of the public. Base types include:-</div>					
Gritters Sweepers Refuse Collectors with Bin Lifts Grass cutting Equipment Tippers Tar tankers Horticultural Equipment Agricultural Equipment Weed spraying Equipment		Minibuses Buses Cars Vans Miscellaneous mobile Plant Miscellaneous fixed plant Trailers Arboreal Equipment Quad		Motor Mowers Strimmers White Lining Equipment Gully Tankers Loading Shovels Snow Ploughs Snow Blowers Traffic Management Vehicles Road Repair Plant Hook Lift Fork Lift Tower Vehicle	
<div>6. Provide excellent customer interface by adopting quality “first time” repairs in a timely manner.</div> <div>7. Work to individual and team targets.</div>					

8. Ensure that machinery, equipment and tools that are used are operated in accordance with manufacturers guidelines and any faults are reported.
9. Diagnose and repair of complex electrical systems and circuits, hydraulic & pneumatic systems from various manufacturers.
10. Calibration of specialist equipment to conform to manufacturers' specifications.
11. Complete job cards, inspection sheets and all associated documentation to allow the effective management of the fleet database.
12. Make efficient use of parts, completing documentation as required to ensure compliance of Quality Assurance and with Best Value requirements.
13. Observe all Health and Safety at Work requirements, regulations and legislation at all times with regard to self, other staff and members of the public.
14. Attend and fully participate in any and all training, arranged by and deemed necessary and appropriate to the post, by the Fleet Manager.
15. Comply with Operator Licence legislation (where applicable) & complete required documentation.
16. Undertake alterations / modifications to vehicles including welding and fabrication work.
17. Attend breakdowns and complete on site dynamic risk assessments.
18. Complete and authorise the maintenance records resulting in a comprehensive record of the vehicle condition and repairs to comply the Operator Licence legislation.
19. Assist with the Preparation and presentation of vehicles for their annual test to achieve first time pass rates.
20. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:
Transport requirements:
Working patterns:
Working conditions:

Manual handling and heavy physical activity on a daily basis.
Involves travel to undertake urgent repairs and drive various HGV and other vehicles as required.
Normal standard hours but with a willingness to work outside these hours during busy periods.
Required to work outdoors throughout the year undertaking site repairs or where there is limited depot space.

Elements of the work involve:

- Working outdoors with exposure to inclement weather
- Work with potentially infectious materials within a confined space
- Exposure to unpleasant smells
- The risk of burns, abrasions and cuts
- Working with some hazardous materials e.g. bitumen, pressurised liquids and refuse waste
- Work at height on LGV (Large Goods Vehicle) and Plant

PERSON SPECIFICATION

Post Title: Workshop Technician	Director/Service/Sector:	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Grade 4 (c) GCSE Maths & English (or equivalent; Level 2 Functional Skills)</p> <p>A good general education demonstrating numeracy and literacy. An initial assessment may be carried out</p> <p>Be willing to attend College courses and training seminars to achieve NVQ Level 3 or equivalent in subjects relevant to Vehicle and Plant Maintenance</p> <p>Undergo training to understand complex mechanical and electrical equipment.</p> <p>Be committed to completing a Full Vehicle Apprenticeship.</p> <p>Be willing to undergo training to understand DVSA standards and maintenance requirements with respect to operator licensing.</p> <p>Be willing to undertake theoretical and practical training relating to vehicle maintenance, safety, fault finding etc.</p> <p>Working towards gaining a full driving licence for all Vehicle Categories: B, B+E, C1,C1+E, D1, D1+E,f,k,l,n,p</p> <p>Be willing to gain experience in operating all vehicle mounted auxiliary equipment i.e. cranes, bin lifts, tail lifts</p>	<p>Applicants without Level 2 English and maths will need to achieve this level prior to taking their end point assessment.</p> <p>Prepared to undertake specialist training.</p> <p>To hold a qualification MOT testing and VOSA LGV Inspectors Standard</p> <p>Knowledge to operate the entire fleet that is used by the Authority. This requires the staff to have the experience to diagnose problems arising from reported faults.</p> <p>Training to use the range of vehicles vehicles/equipment safely (Point 5. Duties) and in accordance with H&S Policies.</p> <p>Training and awareness of safety restraint systems such as seat belt tension and air bag deployment equipment.</p>	a/i
Experience		
<p>Previous experience is not an essential requirement.</p> <p>Interest in the maintenance of a range of fleet vehicles and plant, and in time and with training to cover the full range of vehicles within the County Council's fleet.</p> <p>Interest in Fleet Database Systems for recording labour, parts issues and stock.</p> <p>Interest in the use of computer based diagnostic systems.</p> <p>Have a proven record of continuous development of educational and personal skills to keep abreast of vehicle technology.</p> <p>Be willing to undergo training in the use oxygen and acetylene burning and welding, as well as MIG and TIG welding.</p> <p>Be willing to undergo training in the operation of vehicle mounted equipment ie: cranes, tail lifts etc.</p>		a/i
Skills and competencies		
<p>Good organisational skills to meet the demands of the role whilst engaging in apprenticeship training.</p> <p>Decisive, reliable and responsive</p> <p>Ability to undertake instruction with dynamic risk assessments.</p> <p>Applies a methodical approach to understanding fault diagnostics.</p> <p>Works methodically and systematically to ensure consistent maintenance regime.</p> <p>Works effectively with the minimum of supervision and under pressure.</p> <p>Ability to communicate with a wide range of clients, staff, suppliers and Test Centre staff.</p> <p>Ability to interpret user verbal reports into mechanical solutions.</p>		a/i

Able to undertake instruction to analyse mechanical symptoms and diagnostic data to solve maintenance problems.		
Physical, mental and emotional demands		
<p>The work is physically demanding and entails prolonged periods of standing, pushing, stretching, bending, lifting heavy components and working in a constrained position, in, around and under a range of vehicles. There is some work at height and work is routinely out of doors in all weather conditions.</p> <p>Working in a potentially hazardous environment Technicians must remain aware of the health and safety risks at all times and some tasks require prolonged periods of concentration.</p> <p>The work will rarely place emotional demands upon a Technician.</p>		a/i
Motivation		
<p>Adaptable and willing to work flexible as a team member, including participation in a range of cover and out of hours arrangements, including evening and weekend working.</p> <p>Dependable, reliable, a good timekeeper and effective guide/mentor to subordinate staff.</p> <p>Demonstrates and encourages high standards of honesty, integrity, openness and respect for others.</p> <p>Helps to create and encourages a positive work culture, in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated.</p>		a/i
Other		

Key to assessment methods: (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits.