

 Stockton-on-Tees BOROUGH COUNCIL		
JOB DESCRIPTION		
JOB TITLE: Apprentice HGV Technician - Level 3		
DURATION: 36 Months		
GRADE: Craft Agreement - Apprentice		
REPORTING TO: Workshop Manager		
1.	JOB SUMMARY: <ul style="list-style-type: none"> To work as part of a team and assist in the provision of mechanical support to the user departments, working on a varied fleet of vehicles (Including Heavy Goods and Light goods vehicles) and specialist equipment. To assist with the provision of an efficient, professional, and customer-focussed Fleet workshop repair service. To work towards the achievement of an Apprenticeship Standard Level 3 Diploma in Heavy Vehicle Maintenance and Repair, including attendance at college on a day release basis and completion and achievement of all assignments and assessments related to the technical certificate within set deadlines. 	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	The role of a Heavy Vehicle Technician Apprentice: <ul style="list-style-type: none"> Inspections Maintenance Servicing Repairing & replacing parts Completion of relevant documentation Breakdowns Assisting MOT Inspections Fault Finding / diagnostics
	2.	Maintaining attendance at both work and college to enable satisfactory completion of qualifications.
	3.	Carry out the basic tasks with tools and equipment common to all procedures involving basic mechanical and electrical procedures related to vehicle and specialist equipment repairs.
	4.	Ensuring that all statutory obligations within the areas of operations are complied with.
	5.	To ensure that standards of internal and external housekeeping are carried out and maintained.
	6.	Maintain adequate administrative records systems including job cards, time sheets and all relevant paperwork.
	7.	Comply with health and safety policies, organisational statements and procedures report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect yourself and others.

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated: February 2022




PERSON SPECIFICATION

Job Title/Grade	Apprentice HGV Technician – Level 3
Directorate	Community Services – Fleet Services
Post Ref:	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> GCSE C Grade or above or equivalent qualification in English and Maths. 	<ul style="list-style-type: none"> Possess a full and valid driving licence 	Application
Experience	<ul style="list-style-type: none"> Working as part of a team (this could be in a sporting, educational, work or social setting). Genuine desire to develop knowledge and experience of vehicle maintenance and repairs. 	<ul style="list-style-type: none"> Working within a vehicle workshop environment. Experience of using a variety of diagnostic and electrical measuring equipment used to identify faults on vehicles and plant. Able to demonstrate mechanical experience (being involved in repairing friends/family cars or vans) 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Ability to work in an organised and methodical way to analyse and solve problems. Good attention to detail. Numerate and with the ability to copy/transfer information accurately. Ability to understand and apply regulations and written instructions. 	<ul style="list-style-type: none"> An interest in emerging technologies within the Motor Vehicle Industry. Knowledge of safe working workshop environments. Knowledge of relevant Industry legislation. Knowledge of sources of relevant industry technical information. Knowledge of a variety of diagnostic and 	Application / Interview

	<ul style="list-style-type: none"> • Legible handwriting. • Ability to communicate both orally and in writing. • Be articulate and able to converse confidently in a pleasant and professional manner. 	<p>electrical measuring equipment used to identify faults on vehicles and plant equipment.</p> <ul style="list-style-type: none"> • Basic knowledge of computing systems for diagnostic purposes. • Able to operate Microsoft Word, Excel, PowerPoint and Outlook 	
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Committed to own personal development • Flexible approach to work. • Punctual. • High personal standards and self-discipline in working to tight deadlines. • Ability to work as an effective member of a team. • Self-motivated. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Smart appearance 		

Person Specification dated: February 2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Service	SERVICE AREA: Fleet / Workshops
JOB TITLE: HGV Workshop Apprentice	
GRADE: National Minimum Wage for Age	
JOB LOCATION / BUILDING: Cowpen Depot	
REPORTING TO: <i>Workshop Manager</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health

Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)	x	
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)	x	

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.

Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.	x	
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		x
Known Risk	Yes	No

Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> o Inhaled, e.g., lead dust, fume or vapour. o Ingested, e.g., lead powder, dust, paint or paste; or o Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		x
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		x
Working at Heights - Safety Critical: Employee will be required to work at a height .	x	
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		x

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.	x	
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		x
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		x
Lone Working (including Home Working): Employee will be required to work alone.		x
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	x	
Any Other: Please identify any other known risks associated with this job role.		x

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: L.Atkins

Date: 26/05/2023

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk