

JOB DESCRIPTION

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| Job Title: Modern Apprentice Motor Vehicle Technician | | Ref No: | JE Ref: |
| Department: Communities | Band: £6.45 - £8.72 (National Living Wage dependant on age of candidate) | Location: | |
| Responsible To: | Workshop Supervisor | | |
| Responsible For: | No staff. | | |
| Job Purpose: | <p>To train on the job within the Council's Vehicle Repair Workshops so as to achieve the necessary skills and qualifications to maintain the Council's comprehensive fleet of vehicles and plant.</p> <p>To complete City and Guild NVQ Level 3 Qualification - HGV Technician</p> | | |
| Main Responsibilities: | <ul style="list-style-type: none"> • To develop the skills required, both practical and theoretical, to formally qualify as a Motor Vehicle Technician. • To assist the Council's Vehicle Technicians in the day-to-day repair and maintenance of the Council's vehicle fleet and items of plant. • To attend training college as required to gain the underpinning knowledge to achieve the apprenticeship – successful completion of City and Guilds/NVQ. • To undertake study and practical experience to qualify as a Motor Vehicle Technician, but to extend the skill levels to include specialist plant, equipment (including horticultural), and Large Good Vehicles. The skills will include welding, hydraulics, pneumatics and electrical work in terms of maintenance as well as fault finding and repair. • To gain the knowledge to enable you to carry out administrative duties as required by the service including: completion of job records and the inputting of data within the Councils computerised fleet management system in relation to the repair and maintenance of plant and vehicles. • To gain an understanding of the importance of implementing good health and safety practices e.g. in general housekeeping duties, including the undertaking of routine inspections of tools and the work area, as well as general tidying and cleaning of the workshops • To carry out other such duties, required by the post. | | |
| Job Activities: | <ul style="list-style-type: none"> • Able to work on own initiative and understand instructions • Ensure all activities adhere to Health and Safety procedures • Work under the direction of the Workshop Supervisor, or other appointed person • Undertake staff development as required or requested • Work in a team environment | | |

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| | <ul style="list-style-type: none"> • To demonstrate a whole-hearted commitment to the organisational values and cultures including openness, honesty, transparency, trust and the empowerment and support of staff and colleagues • At all times act in accordance with relevant legislation and Dumfries and Galloway Council policies and procedures | |
| Performance Management | <p><i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i></p> <ul style="list-style-type: none"> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities. | |
| Prepared by: | Transport and Operations Management and Organisational Development | Date: March 2021 |