

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT OF PLACE Fleet & Transport Services	SERVICE GROUP: Fleet Workshop
POST TITLE: Heavy Goods & Motor Vehicle/Plant Mechanic (Fitter)	REPORTS TO: Workshop Manager
GRADE: Fixed	POST REFERENCE (SAP) / VACANCY CONTROL NUMBER :

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post
To undertake the maintenance and repair, to a range of vehicles, machines and plant equipment, to the required quality standards in a safe, efficient and cost effective manner.

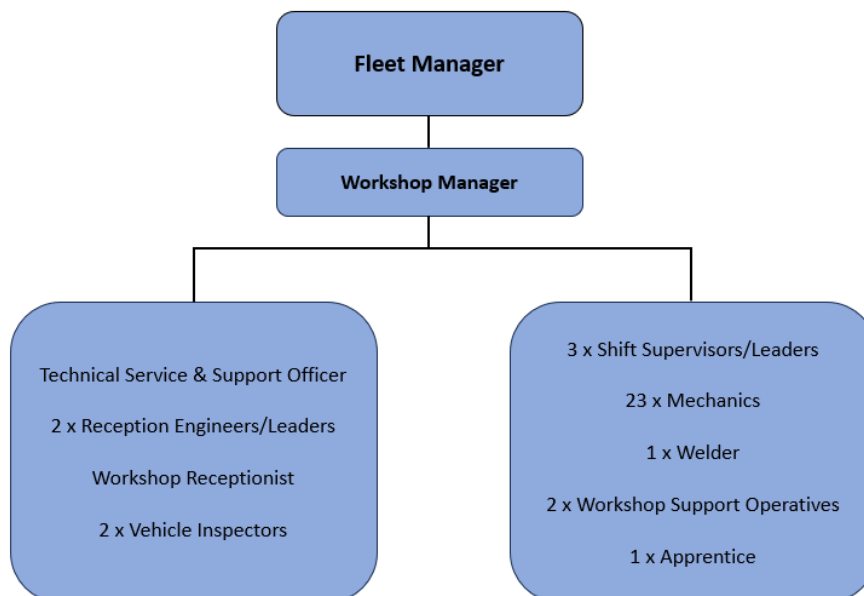
Main Responsibilities of Post

- Undertake all duties in compliance with relevant health & safety regulations in relation to the repair of vehicles, machines, plant equipment and the use of chemicals and tools.
- Responsible for the use and safekeeping of all workshop tools, equipment, work wear, work station and associated facilities
- Responsible for the vehicles and plant equipment whilst undergoing maintenance/repairs or whilst being driven
- Maintain cleanliness of the working environment and ensure agreed procedures are followed in the workplace
- Must be constantly alert to the proper use of vehicles, plant and equipment and ensure compliance with all safety related aspects
- Responsible for the identification of cost effective materials and equipment needed for tasks and the completion of all associated paperwork

SUMMARY OF MAIN TASKS:

- Undertake planned service and safety inspections of vehicles and equipment
- Diagnose faults, recommend and undertake cost effective repairs
- Repair of vehicles/equipment as instructed
- Carry out auto electrical repairs
- Order spares at stores
- Maintain a clean and tidy work area
- Attend breakdowns and undertake vehicle/equipment recoveries
- Occasionally collect spare parts from Suppliers
- Manoeuvre vehicles as required
- Complete time sheets, job sheets, service sheets and inspection reports in line with Council Policy, 'O' licence compliance and good practice
- In exception, undertake steam cleaning of vehicles prior to repairs including DOE/MOT preparation
- Take vehicles to specialist repairers
- Take vehicles to MOT and DOE test stations, rectify minor failure items (following approval/ on site)
- Repair tools and equipment within the workplace
- Carry out welding fabrication and repairs (gas, electric, mig)
- Liaise with Vehicle Workshop Team Leader(s) and Management where necessary
- Diagnose vehicle defects to aid colleagues and categorise repairs
- Undertake all tasks with due diligence to the best of your ability and be accountable for your repairs
- Undertake other reasonable duties (with competence and experience) as requested in accordance with the changing needs of the organisation
- In pursuit of the Departments commitment to quality, carry out duties in accordance with the stated or implied requirements of the Quality Systems
- The Department is an Equal Opportunities employer and as such Employees are required to comply with good Equal Opportunities practice in every aspect of their work and any other recent requirement
- To be accountable for those appropriate responsibilities as set down in the department's Safety Policies and in addition to take reasonable care for own health and safety and that of others who may be affected by the work.
- To undertake such duties and responsibilities of an equivalent nature/level as may be determined by the Workshop Manager in view of the developing nature of the service
If required undertake MOT testing

Structure:



Special Knowledge Requirement (used for short listing). Applicants with disabilities are only required to meet the essential special knowledge requirements, highlighted below)

Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public, the post holder is required to meet either the Lower threshold level – where the person is able to demonstrate that they can during the interview:

a) Use a wide range of simple words and a standard English sentence structure to express much of what they want to.

b) Maintain a conversational flow even though they pause to think of the correct words or sentence structure in order to express themselves.

Or the Advanced threshold level – where the person is able to demonstrate that they can during the interview:

a) Can express themselves fluently and spontaneously, almost effortlessly

b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language

X

Must be able to drive and have knowledge of the Bradford area and road network	X
Must be able to manage time and work schedule within strict deadlines whilst working effectively	X
Must be able to deal with internal and external customers both face to face and over The telephone on a daily basis	X
Must be able to work flexibly to accommodate the needs of the service as and when required	X
Must act with courtesy and professionalism at all times	X
Must be able to develop and maintain effective working relationships	X
Must contribute to the maintenance of a healthy and safe working environment	X
Must be able to adopt a process of continual improvement and suggest ways of working more efficiently and effectively to improve service delivery	X

Relevant Experience Requirement (used in short listing)

- Must have demonstrable experience of working on commercial vehicles and some small plant including carrying out welding repairs

Relevant Professional Qualification Requirement (used in short listing)
<ul style="list-style-type: none"> • Apprentice trained Motor Vehicle Mechanic to C&G 380/383 Level 2 or NVQ Level 3 or alternatively having undergone other training to a similar standard • Must hold a current driving licence category of LGV Class C or C & E • Must be able to demonstrate literacy and numeracy skills to GCSE standard

Core Employee competencies to be used at the interview stage.		
Carries Out Performance Management		
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.		
Communicates Effectively		
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.		
Carries Out Effective Decision Making		
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.		
Undertakes Structured Problem Solving Activity		
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.		
Operates with Dignity and Respect		
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.		
Working Conditions:		
<ul style="list-style-type: none"> • Physically demanding effort required on specific walking, kneeling, bending, pulling, pushing, lifting and carrying or any other physical attribute required • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions • Must be legally entitled to work in the UK. 		
Compiled by: SW/PD 2015 Reformatted by SW 16/01/2024	Grade Assessment Date:	Post Grade: Fixed