

Mechanic

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| Department | Transport |
| Pay Grade | G5 |
| Responsible to | Senior Fitter |

Role Purpose

The post holder will be an integral part of a team responsible for assisting with the maintenance of Horsham District Council vehicles, ensuring the work is carried out to required standards as set out by the Council and Transport Legislation.

The post holder will be required to carry out their duties from either of the two workshops both based in Horsham.

Role Specific Responsibilities / Accountabilities

- To be part of a team maintaining the Council's fleet of vehicles to the highest standards.
- To ensure that the fleet of vehicles conform to current legislation and legal standards of roadworthiness.
- To carry out safety inspections to the vehicle fleet according to the Council's fleet inspection programmes and report findings.
- To complete relevant documentation regarding vehicle maintenance and repairs ensuring accurate records are maintained for audit purposes.
- To participate in the training and learning of alternative fuelled vehicles, either battery, electric or hydrogen.
- To work collaboratively with the workshop and operational teams to ensure the vehicles are maintained in line with schedules and to meet the operational demands.
- To ensure that working areas are kept clean and tidy and health and safety standards are maintained at all times.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role, relevant experience may be a substitute.

Essential Criteria

- Experience of heavy mechanical engineering background (preferably within an LGV / PSV environment)
- Hold a category C LGV driving licence
- Ability to work as part of a team in an operational environment
- Ability to communicate with a range of people from different backgrounds, including ethnic, social and professional, both verbally and in writing
- Time management skills and an ability to work to deadlines
- Ability to work in a methodical manner and make on the spot decisions
- Strong knowledge of Health and Safety legislation in an operational workshop environment
- Educated to GCSE Level or equivalent

Desirable Criteria

- Recognised apprenticeship qualification within the automotive repair industry

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally to comply with the Health and Safety policy and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.

- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.
- In the event of a major incident or disaster you may be required to provide assistance in whatever capacity necessary to provide the necessary organisation, co-ordination and supply of resources to support the local key emergency services.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services
- Develop effective customer relationships
- Improve customer service to meet local needs and aspirations

Achieving Excellence

- Strive to be excellent
- Deliver increasing efficiency / effectiveness
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers

Our People

- Work collaboratively together as one team
- Invest in own performance and career and support colleagues
- Work creatively and responsibly