



## Job Description

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|------------|--------------------------------|----------|--|
| Job title  | HGV Vehicle Mechanic           | Hours    | 37-42 hours<br><br>Hours will vary between 7am – 5pm Monday to Friday. Working outside of these hours/days will also be required from time to time to cover public holidays and overtime requirements. |
| Department | Waste and Recycling            | Salary   | SK12 (£34,467 per annum, £42,530 per annum if 42 hours)  |
| Location   | Alexandra Road Depot, Grantham | Contract | Permanent  |

### Main Job Purpose

The post holder will undertake the servicing, repair, maintenance, and inspections of a mixed fleet, comprising of cars, vans, HGV's, refuse collection vehicles and plant owned and operated by the District Council.

Ensuring that the Council fleet complies with all relevant legislation and the fleet is kept to the highest standard of safety and roadworthiness.

This role is not politically restricted.

### Main Statement of Responsibilities

- To undertake the servicing, repair, maintenance and inspection of council vehicles and plant
- Ensure the workshop is kept clean and tidy and that health and safety standards are maintained
- Complete all necessary paperwork and data inputs in a timely and accurate manner
- Prepare vehicles for MOT, including HGV's
- Carry out services as per the service schedule
- Investigate and repair any vehicle, which is reported under the daily check defect reporting system
- Attend to vehicle breakdowns off site
- Ensure all paperwork and data inputting is completed on a daily basis
- Assess defects, prioritise repairs and assist in the scheduling of vehicles into the workshop
- Assist in workshop planning, coordination, and general day to day operations in the absence of the Workshop Supervisor / Transport Manager
- Work as a team and be flexible to deliver the agreed prioritised work in agreed timescales
- Clean workshop of all spills and ensure all rubbish is removed
- If required by the department this role will (very occasionally) support the driving, loading, transporting and unloading of waste and recycling.



## Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

### Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

### Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

### Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

### Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

### Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

### Kindness

- Empathy and understanding of others.
- Treating everyone with respect.





### **Flexibility**

Some flexibility in the working hours will be required from time to time and occasional bank holidays and Saturdays will need to be worked. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

### **Person Specification**

#### **Relevant Experience, Skills and Knowledge**

##### **Essential**

- Manages time effectively and delivers against agreed objectives
- Take personal responsibility for own work and focuses on solutions and action to ensure agreed objectives are met
- Experience of servicing, repair and inspection of HGV's
- Experience of automotive electrics
- Experience of automotive diagnosis and repair
- Able to work in difficult and confined spaces
- Willing to work outdoors in all weathers
- Understanding of relevant health & safety issues in a workshop environment
- Willing to undertake further training

##### **Desirable**

- Experience of Hydraulic systems
- Experience of heavy plant maintenance

#### **Relevant Qualifications**

##### **Essential**

- HGV Mechanic, NVQ or City and Guilds level 3 or equivalent qualification
- Full UK driving licence to Category C1 (B if passed test before 1 January 1997).
- Full UK Category C (HGV Class 2)

##### **Desirable**

- Qualified MOT Tester or willing to undertake training
- Current Driver CPC holder

#### **Communication and Interpersonal Skills**

##### **Essential**

- Communicates clearly using straightforward language
- Excellent customer service
- Able to work with others to get the job done well
- Flexible attitude to duties and work load

##### **Desirable**

- Able to challenge the norm and find ways to improve