

# **RUGBY BOROUGH COUNCIL**

## **JOB PROFILE**

<b>Post No.</b>	50907
<b>Post Title:</b>	Trainee Vehicle Maintenance Operative
<b>Unit/Team:</b>	Works Services Unit
<b>Grade:</b>	Grade B
<b>Service:</b>	Operations and Traded Services
<b>Reports to:</b>	Waste & Transport Manager
<b>Issue Date:</b>	May 2021

### **PURPOSE OF THE JOB**

Under the direction of the Vehicle Workshop Forman, to carry out vehicle repairs and maintenance to the council's vehicle fleet and plant working within a small team across a multi discipline area of work focussed on vehicle maintenance. Additional support will be provided from within the team helping you towards the goal of becoming an experienced vehicle mechanic.

### **1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- 1.1 The post holder will have a key skill/ qualification in Light Vehicle Maintenance Level 3 to maintain service and repair to council owed vehicles.
- 1.2 Be required to exercise some initiative and independence which may involve asking advice or assistance from other employees, supervisors or managers when necessary to ensure completion of task.
- 1.2 To work towards and take on training to maintain LGVs to carry out inspections and repairs for preparation for testing.
- 1.3 To assist in ensuring all vehicles, trailers, and items of plant meet the legal requirement for road going vehicles as appropriate.

### **2. OTHER DUTIES AND RESPONSIBILITIES**

- 2.1 To carry out under supervision testing of Hackney Carriages and hire vehicles on behalf of the Council.
- 2.2 Be courteous when dealing with members of the public. Ensure compliance with Health and Safety at Work Act and the Council's Safety Responsibilities. Any other reasonable duties required by the Operations and Business Development Manager.

- 2.3 Able to work outside normal working hours to support the delivery of all the services provided by the Council.
- 2.4 Ensure compliance of the services Health & Safety legislation.
- 2.5 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

### **3. SUPERVISORY RESPONSIBILITIES**

None

### **4. FINANCIAL RESPONSIBILITIES**

None

### **5. RESPONSIBILITY FOR ASSETS AND DATA**

Responsible for all equipment and data used to carry out the duties of the role

### **6. EXTENT OF PUBLIC CONTACT**

Hackney Carriage Licence Testing  
General public – on site of repairs to vehicles

### **7. WORKING CONDITIONS AND ENVIRONMENT**

Based at Hunters Lane Depot or at another location as required.  
The post holder will be required to work a 37 hour week with 7.5 hours contracted overtime per week.  
Regular working in adverse weather conditions may be required.

### **8. CORPORATE RESPONSIBILITIES**

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting  
Equality and Diversity  
Health and Safety  
Risk Management

Anti- Fraud  
Data Quality and Data Protection  
Business Continuity  
Major Emergency Plan  
Procurement and Contract Management  
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

## **9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS**

Refer to Person Specification attached.

**Signed as agreed:**

Postholder

Date

## PERSON SPECIFICATION



### Post: Trainee Vehicle Maintenance Operative

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
GCSE Maths and English grade C – A* (or Grade 4 or above) as required to fulfil the minimum educational requirements for an apprenticeship programme	E	A
Knowledge working with heavy vehicles, plant and commercial vehicles	E	A,I
Knowledge of working within a mixed fleet environment	E	A,I
Knowledge of electrics and hydraulics systems	E	A,I
Full and valid Driving Licence	E	D
Train towards City & Guilds qualified mechanic or NVQ3 in Vehicle Mechanics	E	A
LGV Class II Driving Licence	D	D
Knowledge of working with refuse and sweeping vehicles	D	A

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D