



## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Workshop Mechanic	<b>Grade:</b> S02
<b>Section:</b> Transport and Workshop	<b>Directorate:</b> Resident Services
<b>Responsible to following manager:</b> Transport Supervisor	<b>Responsible for following staff:</b> Not applicable
<b>Post Number/s:</b>	<b>Last review date:</b>

#### Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.



## **Job Purpose**

Responsible for the inspection, diagnosis, repair and maintenance of Council fleet vehicles to VOSA standards and for the repair and maintenance of plant operated by the Council. May be required to undertake MOT testing.

## **Specific Duties and Responsibilities**

1. To service and repair all types of vehicles and plant.
2. Working knowledge of vehicle inspectorate standards for goods and passenger vehicle.
3. To be able to drive and preferred holder of licence to drive goods and passenger vehicles.
4. Required to work on plant machinery as required.
5. To attend and work onsite s breakdowns including call-out.
6. To order any parts required from designated suppliers.
7. To complete job cards and purchase orders.
8. Working knowledge of electrical hydraulic systems.
9. Must be capable working minimum supervision to complete set daily working tasks.
10. Carry out MOT testing duties as required.
11. Take vehicles for MOT testing at various locations as directed.
12. Work / communicate with staff and public at various levels.
13. Work to given deadlines with provision of service.



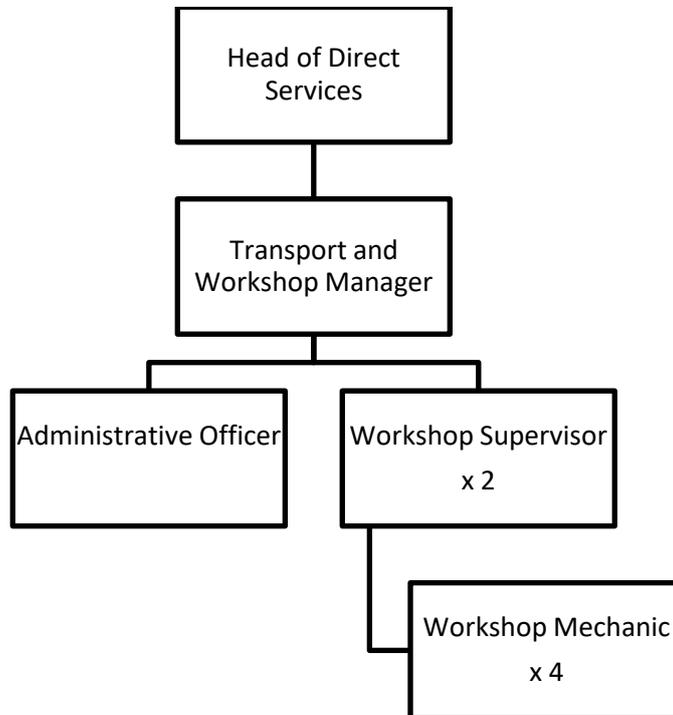
## **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## **Additional Information**

- To be part of a call out service including winter gritting and providing support out of normal working hours.
- Ability to organise and prioritise own workload.

## Team structure



## Person Specification

<b>Job Title: Workshop Mechanic</b>	<b>Grade: S02</b>
<b>Section: Transport and Workshops</b>	<b>Directorate: Resident Services</b>
<b>Responsible to: Transport Supervisor</b>	<b>Responsible for: Not applicable</b>
<b>Post Number/s:</b>	<b>Last Review Date:</b>

## Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

<b>Person Specification Requirements</b>			<b>Assessed by A/I/T/C (see below for explanation)</b>
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Broad Knowledge of HGV and light vehicle maintenance.	<b>X</b>		<b>A/I</b>
Knowledge of Road Transport Motor Vehicle Regulations.		<b>X</b>	<b>A/I</b>
Knowledge and experience of a mixed fleet operations/transport.		<b>X</b>	<b>A/I</b>
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
<b>Must</b> have a broad experience of all types of cars, welfare bus commercial vehicle and plant electrical systems diagnostic and repair.	<b>X</b>		<b>A/I</b>
Experienced in the use and interpretation of computerised diagnostic equipment using either handheld or lap top machines for petrol and diesel cars, light and heavy commercial vehicles and welfare buses.	<b>X</b>		<b>A/I</b>
Experience of maintaining and repairing the following systems: - <ul style="list-style-type: none"> <li>• Vehicle mounted Crane and ancillary electro/hydraulic equipment fault diagnosis and repair.</li> <li>• Repairing passenger and goods vehicle electrical tail lift systems.</li> </ul>	<b>X</b>		<b>A/I</b>
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Willing to learn and understand new ideas and have an enthusiastic approach.	<b>X</b>		<b>A/I</b>
Effective communication skills in order to deal with staff and public at all levels.		<b>X</b>	<b>A/I</b>
Ability to prioritise a varied workload and work under pressure i.e. in emergency situations.	<b>X</b>		<b>A/I</b>

Ability to work unsupervised, while co-ordinating several different tasks at any one time.	<b>X</b>		<b>A/I</b>
Be able to demonstrate flexibility to meet demands of a frontline service in delivering prompt reactive responses in an emergency situation, which may require occasional extended working out of normal business hours	<b>X</b>		<b>A/I</b>
Own tool kit (hand tools).	<b>X</b>		<b>A/I</b>
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Level 3 NVQ and Level 2 City & Guilds or equivalent motor vehicle service and repair qualifications.	<b>X</b>		<b>A/I</b>
Full UK Drivers Licence	<b>X</b>		<b>A/I</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**