

JOB DESCRIPTION

Directorate:	Strategic Director - Environment
Division:	Business and Projects Transport and Stores
Post No & Job Title:	Heavy Motor Vehicle Service and Maintenance Apprentice
Grade:	Grade 2
Responsible To:	Workshop Manager
Responsible For:	No responsibility for employees
Job Objective:	To receive training and become familiar with a wide range Vehicle Maintenance functions. The post holder will work in the Transport Workshop at Kimberley Depot, Kimberley.

Main Duties and Responsibilities:

Through appropriate training the post holder will gain the knowledge and experience enabling them to contribute to the following key tasks, working as directed by senior members of the team.

1. Assist with planned vehicle safety inspections in accordance with "O" licence requirements. This includes repairs, service and maintenance to a wide range of vehicles, plant, machinery and equipment operated by the Council including:
 - Refuse freighters including body and ancillary equipment
 - Specialist heavy goods vehicles
 - Light commercial vans
 - Tractors
 - Ride on Mowers and Plant including an extensive range of hand operated equipment used by the Council's service departments
2. Assist with diagnosing faults, undertake repairs and prepare vehicles for their annual MOT tests (HGV & LGV).
3. Understand how to apply professional motor industry standards with regards to Road Transport, Health and Safety at Work law.
4. Assist with completing vehicle maintenance administrative records.
5. To take part in meetings, supervision and training and other events to assist with your development as requested by your line manager.

6. To undertake training leading to a recognised apprenticeship qualification
7. Carry out any other duties that are within the scope and grading of the post.

DESIGNATED CAR USER

A car user status has not been attached to this post.

SPECIAL CONDITIONS

Where applicable: Duties may include attendance at evening meetings and or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of Heavy Motor Vehicle Service and Maintenance Apprentice but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.