

## **Job description**

### **Apprentice HGV Mechanic**

This supporting role may be required to work at any of the council's depots. You may reasonably be required to work at any other of the council's premises as required in order to meet the needs of the service and be flexible in this approach.

### **Key responsibilities and activities**

You will train in all aspects of heavy vehicle repair and maintenance including vehicle servicing, MOT preparation, removal, replacement and overhaul of major components and electrical fault diagnostics.

- To assist in providing an effective and efficient service under the direction of the Workshop Manager.
- As directed by the HGV Vehicle Technician the apprentice is required to carry out inspections, servicing, maintenance and repairs on a range of vehicles and plant, on a pre-scheduled and unplanned basis to Department of Transport Vehicle Inspectorate and VOSA standards. To maintain all plant and machinery to the standard set by the manufacturer and council specifications and standards.
- To ensure an excellent professional quality service to all customers, both internal and external, including their health, safety and welfare whilst on site.
- To assist with the completion of necessary recording of work undertaken on vehicles and plant during inspection or whilst undergoing maintenance and repairs, both manually and electronically as technology advancement permits.
- To undertake any skills, product knowledge or legislative training and development activities as deemed necessary in order to maintain own professional development and enhance competence within the job role, to take advantage of technology advancements, in order to provide improved service delivery.

### **Types of work**

The post holder will be responsible, under supervision, for:

- Cleaning of vehicle and machine interiors, exteriors, engines and engine components.
- Examination of vehicle and machine systems.
- Periodic servicing of vehicles and machines.

- Identification and repair of faults in vehicles, machine components and systems.
- Implementation of diagnostic checks.
- Correct use of tools and equipment.
- Maintain personal, public and workplace cleanliness to protect against all hazards to themselves and all others.
- Working within the requirements of the Health and Safety at Work Act(s).
- To attend college regularly and at the specified times to enable completion of the apprenticeship.
- To attend for work on days when not at college and to practically apply the knowledge learned whilst working with a fully qualified mechanic.
- To complete, to the required standard, a portfolio and work-based evidence to complete the apprenticeship.
- To gain and improve upon skills and knowledge through the progression of your apprenticeship.
- To learn the traditional duties of a mechanic as requested by the Workshop Manager including assisting other within the workshop, handling materials and ensuring all associated documentation is effectively and efficiently completed and accounted for.
- To begin to carry out small jobs alone as the apprenticeship progresses.
- To ensure that all tools, equipment and plant are kept in good working order and serviced regularly.
- To make reasonable steps to acquire a full driving licence in order to allow you to drive a work vehicle as part of normal duties.
- Any other work as required by Management which is commensurate with the responsibilities of the post.

## **Standard and quality**

To complete all work to the standard and quality specified.

## **Administration**

To prepare and submit time sheets and work records, to supervisor, in a clear, legible, and accurate manner.

## **Customer care**

To represent the council in a professional manner.

## **Other duties**

To perform any other reasonable work which may be required by the Workshop Manager.

You will be expected to carry out tasks required on a day-to-day basis. The work you will do will be designed to ensure you meet the evidence and standards required for your qualification.

## **Other**

Our apprentices are usually temporary but with sufficient time to complete the agreed level of study.