



ADUR & WORTHING COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Communities / Environmental Services
Post Title	HGV Mechanic
Post Number	8016
Accountable to	Transport Manager/ Fleet manager
Key leadership relationships	Internal: ● Members of the Council ● Officers of the Council External: . ● Members of the Public ● Business Owners ● Staff of Other Local Authorities ● Police, Fire Service and all other ● Emergency Services
Work style	Monday to Friday 37 hours
Last updated	Dec 23

Job Description - Principal purpose of job (role summary)

The post holder will be required to maintain and repair all types of motor vehicles and mobile plant in accordance with relevant legislation, manufacturer's instructions and maintenance schedules.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

Role specific Duties and responsibilities

To inspect, service, maintain and repair vehicles, plant, equipment and components utilising the necessary tools, equipment and facilities in accordance with legislation, manufacturer's recommendations and within the Council's Operator's licence requirements

To interpret and implement any technical data to modify and repair vehicles and equipment and apply any statutory maintenance standards as laid down by the Vehicle & Operator Services Agency (VOSA), vehicle manufacturers and defined by management.

Prepare vehicles including HGV and non HGV, to the necessary standard required to pass the annual DVSA MOT test.

Attend vehicle and plant breakdowns outside of the depot, and carry out repairs where necessary and practicable at the road side utilising proper and safe techniques to minimise any risks to the public, staff or further damage to the vehicle or plant.
Apply appropriate techniques to diagnose the causes of reported defects and faults in vehicles and plant and carry out rectification work as efficiently and effectively as possible in a timely manner.
Record all work carried out and parts fitted accurately on the workshop job sheets and inspection sheets as well as completing any other paper work as required to comply with the Councils Operators Licence
.To undergo the necessary manufacturer's training on vehicles and plant in order to keep up to date with fast moving technologies and evolving legislation.
Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
Promote the service and Council positively at all times.

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

Participative	Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity More detail can be found in the Participation Skills & Competencies.
Adaptive	Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms) Anticipate new challenges & opportunities to be able to adapt to change around you
Resilient	Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other Prioritise the use of resources that helps us be financially and environmentally sustainable
Leadership	Be open to coaching approaches to support others in finding solutions to problems Role model the principles above to inspire others to demonstrate positive behaviours Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others

	Essential	Desirable
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Qualifications	Qualification to City & Guilds standard or a recognised NVQ mechanical apprenticeship in vehicle repairs. HGV category C driving license with no more than 3 penalty points.	MOT tester for classes 4 & 7.
Knowledge	Three years' practical experience in HGV vehicle maintenance. Ability to interpret technical data and keep accurate records.	Welding experience using gas and Mig welding plant.
Experience	Practical experience in municipal vehicle maintenance and repairs including a working knowledge of braking systems, electronic engine management systems, vehicle hydraulic systems, vehicle electrical and electronic circuits including cambus systems, and vehicle pneumatic systems	Previous experience of working in waste management Experience of lone working Experience of working in a local authority
Communication	Internal: Approachable by vehicle users and have good communication skills. Able to work alone using own initiative but also be flexible enough to be part of a small maintenance team. Must be self-motivated. External: Be able to speak direct to vehicle & component manufactures for the purposes of fault finding or ordering parts.	
Relationship Building	Internal: Be able to work collaboratively with colleagues	
Analytical	Must be capable of working in an analytical manner for problem solving and be capable of assessing the condition of components and applying suitable repair techniques.	
Planning/ Organising	Able to be flexible in approach to work Ability to recognise faults and report accurately.	

Other requirements	Able to handle machinery with moderate / heavy loads on a daily basis. Able to work with minimum supervision. All weathers. Outside and inside including ladies and gentleman's toilets and the Pavilions.	
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Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	