



## Job Description

<b>Directorate</b>	Place
<b>Service</b>	Fleet Services

<b>Post details</b>	
<b>Job title</b>	Vehicle and Plant Equipment Mechanic
<b>Grade</b>	G7
<b>Location of work</b>	Woolston Depot, Hawthorne Avenue, Warrington
<b>Directly responsible to</b>	Vehicle Workshop(s) Supervisor
<b>Directly responsible for</b>	N/A
<b>Hours of duty</b>	37 hours per week Shift Rotation between the hours of 6.00am – 10.00pm Monday – Friday Weekend working, Overtime and Bank Holiday cover subject to business needs
<b>Primary purpose and scope of the job</b>	
To maintain a diverse vehicle and plant equipment fleet to industry recognised standards, accurate completion of associated documentation to industry recognised standards.	
<b>Working Relationships</b>	
Internal : Staff throughout the authority from front line to office level. External : Liaison with external clients, supplier network, general public.	

## Key Tasks and Responsibilities

1. To carry out the scheduled servicing of vehicles, plant and equipment in accordance with manufactures recommended requirements
2. To carry out repairs and maintenance of all classes of vehicles, plant and equipment owned or operated by the authority including private enterprise, whilst ensuring compliance with operator licensing requirements and any other legislation to which the vehicle, plant or equipment is subject to.
3. To inspect, prepare and present all classes of vehicles for external DFT testing.
4. To ensure all parts used and hours incurred are accurately recorded.
5. To alert the workshop supervisor to any asset deemed uneconomical to repair
6. To carry out diagnostic testing, identify and rectify faults and use the companies IT systems to deliver your duties in line with agreed procedures.
7. To be responsible for the Health, Safety and Welfare of self, colleagues and any other person who may be affected by your actions/omissions whilst at work in accordance with the Health and Safety legislation and Council Policies.
8. To actively manage personal performance in line with Council policies, seeking senior support when required.
9. To attend breakdowns, remote site working and complete dynamic risk assessments as required.
10. To conduct gate audits on fleet assets and driver documentation in line with company guidelines.
11. To ensure the vehicle maintenance workshops and associated areas are safe locations for all who are required to visit and work within.
12. To provide and maintain a comprehensive tool kit, relevant to the role of a vehicle and plant equipment mechanic.
13. To provide out of hours duties as and when required on a rota basis, as per authority agreed terms and rates.
14. To work additional hours and bank holidays as and when required, as per authority agreed terms and rates.
15. To cover supervisory role where and when requested to support holidays and other absences, as per agreed authority terms and rates.
16. To support the development and training of apprentices, sharing knowledge and experience gained through your career.
17. To support and assist colleagues, working as part of a team or as an individual as required and directed.
18. To undertake any training identified by management which is deemed relevant to the job role/service requirements, including off site and or training requiring overnight stays.
19. Any other duties appropriate to the position as directed from time to time.

**Review Arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

<b>Prepared / Revised By</b>	David R Smith
<b>Role</b>	Fleet and Facilities Manager
<b>Date</b>	May 2025