

## Job Description

Job Title	Apprentice HGV Technician (fitter)
Grade	Band A
Reporting To	Team leader, Transport Workshop
JD Ref	

### Purpose

Through education and training, learn and develop skills to maintain, repair and diagnose Council fleet vehicles, plant, and equipment, ensuring compliance with operator licence requirements and other legislation to which the vehicle, plant or equipment is subject to. Perform all duties observing all instructions given with regard to health and safety and safe practice.

Complete the designated apprenticeship standard with enthusiasm and commitment. Take a proactive and mature approach to undertaking a range of duties with a view to developing a portfolio of work-based evidence to support your apprenticeship qualification.

Represent Wirral Council in a positive light at all times and be an ambassador for apprenticeships across the Council.

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

#### Apprenticeship duties & responsibilities:

- Attend college regularly and at the specified times to enable completion of the apprenticeship.
- Develop and improve skills and knowledge through the progression of your apprenticeship.
- Complete a portfolio and work-based evidence to complete the apprenticeship at the required standard.
- 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. Attend breakdowns and conduct on site repairs – under supervision of qualified technician.
- Attend work on the days when not at college and practically apply the knowledge learned whilst working with a fully qualified Technician.

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### **Service specific duties & responsibilities:**

- Follow guidance or instruction to adhere to the correct procedure for vehicle and plant maintenance.
- Assist in the collection of vehicles, plant, and machinery.
- Assist with obtaining and ensuring the correct use of spare parts from mechanical stores.
- Learn how to diagnose faults, repair, and maintain all machinery in the workshops and, where necessary, on site alongside welding and fabricating equipment as required.
- Drive and be responsible for allocated vehicles once qualified to the required standard.

### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Comply with the Health & Safety at Work Act by adopting agreed safe working methods.
- Comply with Health & Safety requirements in the section to the extent laid down for posts of this level in the departmental safety policy.

### **Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

### **Qualifications**

- GCSE level three or above in Maths and English

### **Desirable**

- Possession of a Class B driving licence or working towards obtaining a licence
- Working towards HGV and Maintenance Technician Level 3 qualification

### **Knowledge & Skills**

- Good understanding of equal opportunities.
- Good written and oral communication skills.
- The ability to demonstrate a good understanding of Health and Safety requirements and regulations.
- Possession of basic computer skills.



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## Additional Information

- Expected to work from a fixed location (subject to change).
- On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

### Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Moving or handling heavy loads
- Working with dust or fumes
- Working with skin irritants /sensitisers
- Working with chemicals (industrial or cleaning)
- Working in a confined space
- Working at Heights
- Working with vibrating equipment / tools
- Exposure to Noise (>80dbA)
- Working with sewerage
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Driving duties
- Contact with latex
- Contact with cytotoxics
- Working with children
- Exposure to persons with challenging or aggressive behaviour

**Approved By: Ann Rice (Transport Manager)**

**Date Of Approval: 4th July 2024**



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