SEFTON COUNCIL

JOB DESCRIPTION

**Location:** Hawthorne Road Depot/Formby Depot as required

**Department:** Operational In-House Services **Post No**: 17233

**Section**: - Transport & Vehicle Maintenance

**Post:** **Auto Fitter Mechanic**

**Grade:**  G

**Responsible to:** Workshop Manager

**Responsible for**: Maintenance and upkeep of Council Fleet

**JOB PURPOSE**

 To support the Workshop Manager in ensuring efficient maintenance of the Authority’s vehicle fleet.

**MAIN DUTIES**

1. Service and repair motor vehicles, plant and equipment as required (i.e. Engine, Gearbox, Transmission). Predominantly on HGV class vehicles.
2. Undertake auto-electrical repairs.
3. Carry out welding repairs, gas and electrical.
4. Carry out MOT Tests class 4, 5 and 7.
5. Carry out Tachograph calibration testing on site and subsequent repairs.
6. Participate in effective employee relations and undertake appropriate Departmental Training Courses to improve effectiveness in tasks set.
7. Complete all relevant paperwork including Job Cards for VOSA and recharge requirements and service and inspection reports.
8. Ensure completion and inputting of service sheets and inspection reports prior to return to workshop reception.
9. Assist in the implementation of modernisation and new workshop information technology as required.
10. Operate in accordance with the Local Agreements.
11. Participate in effective employee relations and undertake appropriate Departmental Training Courses to improve effectiveness in tasks set.
12. Complete all relevant paperwork including documentation for VOSA and recharge requirements and service and inspection reports.
13. Operate in accordance with the Local Agreements.

**QUALIFICATIONS AND EXPERIENCE.**

**GENERAL**:

The postholder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and grading.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the Health and Safety arrangements and systems to promote appropriate improvements where necessary.

**Prepared by: Name Marie Gosling**

 **Designation Service Manager Transport & Vehicle Maintenance**

 **Date 14th March 2016**