

## **JOB DESCRIPTION**

**POST TITLE:** Assistant Mechanic

**DIVISION/UNIT:** Construction Division/Transport Services

**GRADE:** 5 (with potential to progress to 6)

**RESPONSIBLE TO:** Chargehand Mechanic/Workshop Supervisor

**RESPONSIBLE FOR:** N/A

### **Job Purpose**

To maintain and carry out less complex repairs to the required professional standards, on all vehicles or items of plant presented, ensuring that legal compliance is the minimum standard achieved. Participate in maximising workshop efficiency and productivity.

### **Main Duties and Responsibilities**

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Be familiar with, fully apply and comply with Tayside Contracts' Vehicle Maintenance Policy at all times.
5. Thoroughly examine and inspect the condition, roadworthiness and safety of any vehicle or equipment, properly applying straight forward inspection techniques, reporting the findings and making recommendations to the Chargehand Mechanic/Workshop Supervisor.
6. Service, maintain and carry out less complex adjustments and repairs on vehicles, plant and equipment utilising the necessary tools, equipment and facilities in a safe and efficient manner within the job times required.
7. Fully complete all documentation to the required standards.
8. Apply in a logical and progressive manner the appropriate less technical diagnostic techniques to determine the cause or causes of defects in vehicles, plant, components and systems.
9. Make any recommendations for improvements or modifications required to improve safety or reliability from inspections.
10. Recover broken down or immobilised vehicles, plant and equipment utilising safe and proper techniques to minimise the risk of additional damage without causing danger to the public.

11. Manufacture/fabricate simple component parts to the required standards of accuracy and performance, using appropriate materials, tools and/or machinery.
12. Participate in standby rotas/duties and/or shift systems as directed.
13. Liaise and co-operate fully with Workshop Supervisor, Chargehands, Workshop Coordinator (where applicable), Mechanics, other Assistant Mechanics, Apprentice Mechanics, Workshop Assistant and the Workshop Administrator.

## NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility for Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility for Physical & Info	Initiative & Independence	Knowledge
3	4	5	2	3	1	1	1	2	2	3	2	2