

JOB DESCRIPTION

POST TITLE:	Chargehand Mechanic
DIVISION/UNIT:	Construction Division/Transport Services
GRADE:	8
RESPONSIBLE TO:	Workshop Supervisor
RESPONSIBLE FOR:	Mechanic Assistant Mechanic Apprentice Mechanic

Job Purpose

To assist the Workshop Supervisor in organising and running the workshop, ensuring that professional standards of work and legal compliance are continuously achieved and maintained, that standards of workshop efficiency and productivity are optimised and that Health & Safety matters are monitored and addressed.

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. Instruct, guide, check and allocate the work of the Workshop team.
5. Be fully familiar with, apply and ensure compliance with the requirements of Tayside Contracts' Vehicle Maintenance Policy at all times.
6. Work closely with the Workshop Supervisor and, where appropriate Workshop Administrator and Workshop Coordinator, to ensure that the workshop operates smoothly and efficiently and that standards, quality and output of work by Mechanics, Assistant Mechanics and Apprentice Mechanics are achieved and satisfy Tayside Contracts' Maintenance Policy and Department for Transport requirements as a minimum.
7. Monitor the work progress of Mechanics, Assistant Mechanics and Apprentice Mechanics to ensure that return to service times are achieved and downtime is minimised.
8. Be familiar with and apply ICME standard repair times, or equivalent.

9. Ensure that work is performed and completed according to instructions given. Perform and document regular quality control checks on the standards of Mechanics, Assistant Mechanics and Apprentice Mechanics work.
10. Undertake direct supervision of Mechanics, Assistant Mechanics and Apprentice Mechanics, assisting the Workshop Supervisor in identifying training needs of Mechanics, Assistant Mechanics and, where appropriate, Apprentice Mechanics and Workshop Administrator.
11. Ensure that vehicle maintenance documentation is fully completed and accurate in line with DVSA requirements and appropriate Transport returns are completed.
12. Ensure that safe working practices are in operation, including the wearing of personal protective equipment, and that Mechanics, Assistant Mechanics and Apprentice Mechanics carry out all work using appropriate tools and equipment, giving instruction when required on what is necessary.
13. Ensure appropriate requisition and allocation of plant and materials as necessary.
14. Liaise with clients and sub-contractors and resolve queries as required.
15. Be responsible for the security of vehicles within the workshop and for the day to day control, use and suitability of workshop tools.

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	3	4	2	1	2	3	2	3	2	4