

JOB DESCRIPTION

POST TITLE: Apprentice Mechanic

DIVISION/UNIT: Transport Services/Construction Division

GRADE: 7 (% paid dependant on stage and age on entry to apprenticeship)

RESPONSIBLE TO: Chargehand Mechanic/Workshop Supervisor

RESPONSIBLE FOR: N/A

Job Purpose

To develop the skills, commensurate with the stage of the apprenticeship, leading towards full completion of the Modern Apprentice training and qualification programme within the set timescales (college based) as well as gaining the full range of skills and abilities within the workshop environment. To maintain and repair to the required professional standards, all vehicles and 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. Become familiar with, fully apply and comply with Tayside Contracts' Vehicle Maintenance Policy at all times.
5. Learn how to and become competent in thoroughly examining and inspecting the condition, roadworthiness and safety of any vehicle or equipment, applying correct inspection techniques, reporting the findings and making recommendations to an overseeing mechanic, charge-hand mechanic or workshop supervisor.
6. Learn how to and become competent in fully completing all necessary documentation to the required standards.
7. Learn how to and become competent in servicing, repairing and adjusting vehicles, plant or equipment, utilising the appropriate tools, equipment and/or facilities in a safe, efficient and cost effective manner and to any job times laid down by management.

8. Learn how to and become competent in applying appropriate diagnostic techniques to determine the cause(s) of defects in vehicles, plant, components and systems. Make any recommendations for changes or modifications designed to improve safety, efficiency and reliability.
9. Learn how to and become competent in recovering broken down or immobilised vehicles, plant and equipment utilising safe and proper techniques minimising any risk of additional damage or danger to the public.
10. Learn how to and become competent in manufacturing/fabricating simple component parts to the required standards of accuracy and performance, using appropriate materials, tools and/or machinery.
11. Liaise and co-operate fully with all members of the Vehicle Maintenance team.
12. Attend any training courses on vehicles, plant, equipment and legislation as necessarily identified by management. In particular attending day/block release, as necessary and as part of Modern Apprenticeship training, studying for and passing all exams and achieving the necessary Core Skills and Vocational Qualifications within the set training schedule and associated timescales.

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	3	2	1	1	2	2	3	2	4