

Role Specification – HGV Mechanic

Service Area	Tandridge Commercial Services
Role Title	<ul style="list-style-type: none">• HGV Mechanic
Role Family	<ul style="list-style-type: none">• Operational Services
Location	<ul style="list-style-type: none">• Warren Lane Depot/Agile
Operational Reporting Line	<ul style="list-style-type: none">• Head of Operational Services
Functional Reporting Line	<ul style="list-style-type: none">• Head of Operational Services
Grade	<ul style="list-style-type: none">• M1

Summary or Role

This role is based within Tandridge Operational Services which is located at the Warrant Lane Depot, Hurst Green.

As the Heavy Goods Mechanic you will be responsible for the maintenance and inspections of the Council's vehicle fleet. You will also conduct mechanical inspections of Hackney Carriage and Private Hire Vehicles. In addition to the fleet duties you will also carry out mechanical repairs to play equipment.

Key Responsibilities

To be responsible for ensuring that all vehicles are inspected at the required times, properly maintained and any defects are dealt with promptly.

To complete Health and Safety and Risk Assessments and Accident/Incident reports when required.

To utilise the TRACE computerised fleet maintenance system and to assist in the administration and recording of fleet maintenance records.

To carry out mechanical inspections of Hackney Carriage and Private Hire Vehicles

To carry out repairs on the Council's Play equipment.

Person Specification

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none">• GCSE English & Maths or equivalent• City & Guilds, NVQ 2 Qualification – Motor Vehicles• Car driver with full manual driving licence• Heavy Good Licence / Large Goods Licence	<ul style="list-style-type: none">• Operational Level RP11 examination

Experience

Essential	Desirable
<ul style="list-style-type: none">• Previous experience of working in a vehicle workshop	<ul style="list-style-type: none">• Management/Supervisory experience• Experience of transport management/motor vehicle repairs in Local Government environment• Playground inspection and maintenance experience

Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none">• Good verbal and written skills• Knowledge and understanding of Health and Safety and Risk Assessment procedures• Able to remain calm under pressure• Ability to work independently and as part of a team• Understand the needs of fleet users/customer• Professional approach• Proficient in Microsoft Office• Self-sufficient in administrative tasks• Influencing and negotiation skills	<ul style="list-style-type: none">• Operational Playground Inspection and Maintenance Course