



ADUR & WORTHING  
COUNCILS

**Job Description**

<b>Authority:</b>	ADC / WBC
<b>Directorate:</b>	Environmental Services
<b>Section:</b>	Transport Workshop
<b>Post Title:</b>	HGV Vehicle Mechanic
<b>Post Number:</b>	8035
<b>Accountable to:</b>	Transport Manager
<b>Management responsibility for:</b>	None
<b>Authority to liaise with:</b>	Suppliers, Customers, Staff
<b>Meetings attended on a regular basis:</b>	Staff Meetings
<b>Work style</b>	Mobile

**Principal purpose of the job**

To service, maintain and repair all types of motor vehicles and mobile plant in accordance with relevant legislation, manufacturer's instructions and maintenance schedules.

**Main duties, tasks and responsibilities of post holder**

1. To inspect, service, maintain and repair vehicles, plant, equipment and components utilising the necessary tools, equipment and facilities in accordance with legislation, manufacturer's recommendation's and within the Council's Operator's licence requirements.
2. To interpret and implement any technical data to modify and repair vehicles and equipment and apply any statutory maintenance standards as laid down by the Vehicle & Operator Services Agency (VOSA), vehicle manufacturers and defined by management.
3. Prepare vehicles including HGV and non HGV, to the necessary standard required to pass the annual VOSA MOT test.
4. Attend vehicle and plant breakdowns outside of the depot, and carry out repairs were necessary and practicable at the road side utilising proper and safe

techniques to minimise any risks to the public, staff or further damage to the vehicle or plant.

5. Apply appropriate techniques to diagnose the causes of reported defects and faults in vehicles and plant and carry out rectification work as efficiently and effectively as possible in a timely manner.
6. Record all work carried out and parts fitted accurately on the workshop job sheets and inspection sheets as well as completing any other paper work as required to comply with the Councils Operators Licence
7. To undergo the necessary manufacturer's training on vehicles and plant in order to keep up to date with fast moving technologies and evolving legislation.
8. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
9. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
10. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
11. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

<b>Post holder:</b> <i>(print name)</i>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager:</b> <i>(print name)</i>	Mark Quartly
<b>Signature:</b>	
<b>Date:</b>	
<b>Executive Head of Service:</b> <i>(print name)</i>	Jan Jonker
<b>Signature:</b>	

<b>Date:</b>	