

JOB DESCRIPTION

Directorate Environment & Housing

Service Transport & Engineering

POST TITLE WORKSHOP Chargehand Technician
POST REF NO

POST(S) TO WHICH DIRECTLY RESPONSIBLE
Transport & Engineering Manager

POST(S) FOR WHICH DIRECTLY RESPONSIBLE
Workshop Technicians
Fitters
Apprentice

PURPOSE OF JOB

To organise and undertake the maintenance, service and repair of the Council's Agricultural , Horticultural and Arboriculture machinery fleet and the service and maintenance of specialist grounds plant and machinery in accordance with statutory regulations and council policy.

RESPONSIBILITIES

1. To organise and undertake the maintenance and repair of the service's machinery fleet by direct labour and to evaluate where necessary the use of contractors via the approved lists
2. To assist staff under the post holders control in the service, repair and maintenance of all agricultural, horticultural and arboriculture machinery.
3. To ensure that the safety policy and relevant safe working practices are adhered to by staff under the post holder's control.
4. To assist the Transport & Engineering Manager with the tendering, evaluation and purchase of all plant, machinery and vehicles in line with the Authorities procurement procedure and contract standing orders.
5. To ensure that the Parks & Countryside transport & plant fleet continues to meet required standards.
6. Managing and motivating staff, including ensuring that appropriate staff development is in place
7. The accurate completion and return of inspection records, job card documents and other administrative duties commensurate with the post.
8. To ensure effective consultation mechanisms in order to develop the work of the Parks & Countryside service
9. To compile and provide performance information that is accurate and timely as requested

10. To represent the Parks & Countryside service at all appropriate internal and external meetings
11. To fulfil duties in line with the Parks & Green Space Strategy and related strategies and service objectives and in support of the aims of the Leeds Strategic Plan and Council Business Plan.
12. To undertake additional duties as assigned by the Transport & Engineering Manager
13. Willing to abide by the Council's policies on equality and diversity in duties of the post and as an employee of the council.
14. To ensure the procurement of goods and services is in accordance with financial regulation, corporate policy and legal requirements.
15. Willing to take personal responsibility and abide by the Council's Health & Safety Policy.

Relationships

The post holder will be required to maintain effective working relationships with Members and staff at all levels in the Parks & countryside service, other directorates of the City Council and the public

We are committed to safeguarding and promoting the welfare of all employees, children, young people and vulnerable adults.

Physical Conditions

The post holder will be based within the Leeds City Council boundary. Leeds City Council operates a 'No Smoking' policy within the working environment

Economic Conditions

Grade: C3

Annual Leave: 24 days annual leave plus and additional 4 days per annum after the completion of 5 years local government service (prorate where applicable) plus statutory bank holidays

Hours: Your working week is 37 hours based on the needs of the service as notified by your manager. The post holder may be required to undertake meetings and activities during evenings and weekends which is reflected in the grade of the post.

Flexitime: The directorate operates a flexitime system.

Conditions of Service: Terms and conditions of service are in line with the National Joint Council for Local Government Services or as varied or supplemented by the City council's Local Conditions of Service with agreed local variations.

This post is subject to job evaluation and equal pay review and maybe subject to change.

Prospects

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for the advancement and promotion, dependant upon the normal staff movements and on the capabilities of the individual post holder.

Training : The Directorate encourages training both 'in-house' and externally to meet the needs of the individual and of the Directorate.

Qualifications: As per employee specification

Job Description Prepared/ Reviewed by

A. Barker

Date: 23 March 2015

Job Description Approved by

J. Clough

Date: 27 May 2015

EMPLOYEE SPECIFICATION

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The "Essential Requirements" indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under "Desirable Requirements" are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS

- An ability to analyse data and produce effective reports and presentations.
- An ability to communicate effectively with a wide range of people.
- An ability to demonstrate good ICT skills (e.g. email; word processing; spreadsheets; database)
- An ability to effectively lead, manage, motivate individuals and teams.
- An ability to prioritise and organise work schedules.
- Accurate and methodical approach to work
- An ability to work as part of a team and on own initiative
- To manage and work within a project team environment.
- An ability to work to tight deadlines.

KNOWLEDGE/QUALIFICATIONS

- Ability to access remote sites efficiently
- Issues affecting the maintenance of grounds maintenance machinery including health and safety.
- Knowledge of current systems and procedures.
- Technical qualification in related industry, City & Guilds or equivalent

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EXPERIENCE

- Liaising with external and internal clients.
- Preparation and presentation of information at diverse levels e.g. to Members of Parliament, Elected Members, Senior Council Managers and members of the public.
- Experienced in managing information and report writing.
- Preparation and implementation of management systems regarding the procurement and maintenance of grounds maintenance machinery.
- Implementation of performance and management systems.
- Experience in managing projects and work programmes
- Experience of workshop management.

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BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS

- A positive commitment to providing excellence in service provision.
- Achievement of equal opportunities in both employment and service delivery and an understanding of the Leeds City Council policy.
- Willingness to take personal responsibility for and abide by the Council's Health and Safety Policy.

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METHOD OF ASSESSMENT (MOA)

A = Application Form

T = Test

I = Interview

C = Certificate

