

JOB DESCRIPTION

Directorate Environment & Housing

Service Transport & Engineering

POST TITLE Workshop Technician
POST REF NO

POST(S) TO WHICH DIRECTLY RESPONSIBLE
Workshop Chargehand Technician

POST(S) FOR WHICH DIRECTLY RESPONSIBLE
None (see point 17)

PURPOSE OF JOB

To control 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 control the maintenance and repair of the machinery fleet by direct labour and to evaluate, where necessary, the use of contractors via the approved lists.
2. To assist in the creation and implement programmes for routine and non-routine maintenance of the Agricultural, Horticultural and Arboriculture machinery fleet and to ensure that such maintenance is carried out in accordance with an agreed programme.
3. To carry out risk assessments in areas of work under the post holders control and to ensure that all work undertaken is in line with the Health & Safety at Work act and the authorities health & safety policy.
4. To ensure that all necessary records and systems related to maintenance, repair, servicing and testing are properly maintained.
5. To accurately diagnose faults and carry out specialist repairs to hydraulic, pneumatic and electrical systems, including minor body, welding and fabrication work. Efficiently carrying out work in accordance with the specified repair policy.
6. The correct use and care of specialist tools provided for repair and maintenance purposes'
7. Liaison with dealers, main agents and external repair facilities on all matters relating to warranty claims and repairs
8. Completion of all current and all future job related documentation required for Management and Payment purposes.
9. To carry out all work in a safe manner, observing all relevant safety procedures, including "on

site” work and ‘lone worker policy’ where directed.

10. Responsible for the service vehicle, security, safety and presentation of work areas and for maintenance of all stock levels in accordance with the Council’s financial regulations, policies and procedures
11. To advise the Workshop Chargehand, through the appropriate mechanisms, of any ideas that might improve the efficiency or cost effectiveness of the machinery and plant service.
12. Attendance at any relevant computer, product or other training courses as directed to ensure capability to inspect, repair, fault diagnose and service the Council’s fleet of machinery and to ensure the ability to use computer systems as required by the Maintenance operation.
13. To inspect, service, repair, maintain and diagnose faults on the machinery fleet using a range of technical computer based hard and software packages and to ensure that these packages are kept up to date according to manufacturers recommendations.
14. Safe and correct use of and disposal of hazardous and toxic substances such as oils, fuels, cleaning agents etc.
15. Be adaptable to work on different types of specialist machinery, plant and equipment and to keep abreast and adapt to changes in technology, legislation, standards and regulations
16. Carry out work at other sites, including machinery and plant breakdowns in inclement weather conditions and where necessary undertake recovery of the machine.
17. To assist in the development of trainees and/or apprentices
18. Identify, liaise and requisition spares/parts through the internal stores section. Collecting non-stock items from approved suppliers.
19. It should be noted that this job description is subject to occasional changes to incorporate other commensurate duties and responsibilities in response to organisational change/review and to assist flexibility. The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post as specified by the appropriate Manager.

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 nature of the duties invariably involve working on agricultural and horticultural machines which may be part loaded and obnoxious material may be present in the work area. The applicant will need to be physically fit as often the work is heavy in nature and “on site” operations are carried out in all weather conditions. The post holder will be required to be able to maintain heavy machinery

and to use the appropriate tools for the job. Although the post is primarily based at the workshop premises in the Leeds 17 area, the post holder may be required to work from any site within the City Council boundaries. The post holder may also be required to travel to sites within the Leeds City boundaries, often at short notice, to maintain such equipment in the event of emergencies.

Economic Conditions

Grade: C1 (JE Ref 141142)

Annual Leave: 24 days annual leave plus and additional 4 days per annum after the completion of 5 years local government service (pro rata 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: 24 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

	ESS	DES	MOA
• An ability to carry out electro/hydraulic service and repair work on machinery	E		A/I
• An ability to communicate effectively with a wide range of people.	E		A/I
• A high degree of manual dexterity	E		A/I
• An ability to effectively lead, manage, motivate individuals and teams.		D	A/I
• An ability to prioritise and organise work schedules.	E		A/I
• Accurate and methodical approach to work	E		A/I
• An ability to work as part of a team and on own initiative	E		A/I
• To be sufficiently numerate for measuring tasks and tool setting	E		A/I
• An ability to work to tight deadlines.	E		A/I

KNOWLEDGE/QUALIFICATIONS

	ESS	DES	MOA
• Ability to access remote sites efficiently with minimum B1 clean driving licence	E		A/I
• Issues affecting the maintenance of grounds maintenance machinery including health and safety.	E		A/I
• Proven training record in the use of heavy lifting equipment (e.g forklift, overhead crane, hi-ab)		D	A/I
• Documented product training courses relevant to electronics & engine management Software		D	A/I
• Documented product training courses relevant machinery systems including electro Hydraulics		D	A/I
• Full HGV Licence		D	A/I

EXPERIENCE

	ESS	DES	MOA
• Experience in maintenance of horticultural, agricultural and arboriculture machinery		D	A/I
• Minimum 3 years continuous period in either – approved apprenticeship or recognised training scheme externally tested and validated.	E		C
• Experience in bodywork repairs including welding	E		C

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS

	ESS	DES	MOA
• A positive commitment to providing excellence in service provision.	E		A/I
• Achievement of equal opportunities in both employment and service delivery and an understanding of the Leeds City Council policy.	E		A/I
• Willingness to take personal responsibility for and abide by the Council’s Health and Safety Policy.	E		A/I

METHOD OF ASSESSMENT (MOA)

A = Application Form

T = Test

I = Interview

C = Certificate

