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**JOB DESCRIPTION**

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| **Job Title**:- Heavy Vehicle Apprentice  Technician | **Salary**: Foundation Living Wage - £9.50  per hour September 21 with possible  extension to 30 June 25 –to be  reviewed & extended each year in  in accordance with progress |
| **Department:** Environmental & Property | **Reports to:**Fleet Officer |
| **Location:** 1 @ Dungannon Garage &  1 @ Magherafelt Garage (the post-holder will be required to work across Mid Ulster Council Area to meet the needs of the service) | **Hours:** 37 hours per week (Monday –  Friday 9.00am – 5.00pm).  3/4 days Garage/1-2 days College |
| **Duration:** 1 September 2021 – 30 June 2025 (to be reviewed) |  |

**Purpose and Function of Post**

To observe, learn and gain an understanding of a wide range of engineering skills and processes whilst under the instruction of skilled technical staff.

**Principal Duties and Tasks Performed:**

1. Learn the fundamental technologies – heavy vehicle chassis design, engine, fuels, transmissions, hydraulic and air braking etc.

1. Develop the skills to construct or modify apparatus and instruments from verbal instructions and drawings.
2. Learn how to maintain workshop equipment and to keep it in good repair.
3. Learn how to carry out checks (servicing), replace/repair engine parts (maintenance) and use the latest diagnostic equipment (diagnostics) under supervision.
4. Learn and understand the importance of health & safety within the workplace.
5. Maintain vehicle repair and service records in accordance with Council procedures.
6. Demonstrate these skills and processes as the training period progresses by working independently or within a team.

**General**

1. To comply with all Council’s policies and procedures including the Employee Code of Conduct.
2. To comply with Council’s equal opportunities policy.
3. To comply with Apprentice responsibility in relation to records held, created or used as part of the Council’s business and in accordance with Freedom of Information and Data Protection regulations.
4. To ensure full compliance with all Health & Safety at Work legislation in accordance with the Council’s Health & Safety at Work policy and all associated procedures and guidance and to be an advocate for high standards of Health & Safety performance.
5. The Apprentice will be required to flexible and adaptable to meet the changing needs and requirements of the Environmental & Property Services directorate. The above list should not be seen as an exhaustive list of duties, and the Apprentice may be expected to undertake other relevant duties as required.

***Please note:*** *This job description is a broad picture of the apprenticeship at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change and evolve over time. The Apprentice may be required to carry out any other duties up to and including the grade for the position offered as necessary to fulfil the purpose and function of the apprenticeship.*

*This Apprenticeship will be rolled out over a 4 year period – 2 years for Level 2 and 2 years for Level 3.*

*The Apprentice will attend work 3/4 days per week & 1/2 days at the College (depending if they have Essential Skills). The Apprentice’s progress will be monitored and may continue to years 2, 3 & 4 upon satisfactory reviews and completion of the course and performance on-the-job.*

*On completion of Level 3, the situation will be reviewed re: progressing to Level 4 – Advanced Diagnostic Techniques.*

**PERSON SPECIFICATION**

**Essential Criteria:**

* Possess 4 GCSEs or equivalent to include Mathematics and English & ICT\*;
* Interest in mechanics particularly heavy goods vehicles; (weighing 3.5 tonnes and over);
* Excellent communication skills;
* Team player with positive attitude;
* Committed, self-motivated and willing to respond to the needs of the Apprenticeship scheme

\*If the successful apprentice does not possess all of the above subjects (grades A\* – C), he/she will be permitted time off (1 day) to attend College to achieve same (this will be in addition to the 1 day release for Heavy Vehicle Maintenance course, i.e. 2 days per week maximum at College re: Levels 2 & 3)

**Competencies**

In accordance with the Competency Framework for Local Government applicants for this post must demonstrate the following competencies at Frontline level:

**2.1 How we manage ourselves:**

Managing our own work:– . Plans, structures and prioritises own work to achieve optimum results.

**2.2 Communicating with impact:-**

Communicating with impact – presents a positive image by communicating effectively, being resilient and treating people fairly.

**2.3 Working with Others**

Meeting Customer Needs – establishes the needs of customers and strives to ensure that these are met.

Further details on these competencies and their associated positive indicators can be found in *the Competency Framework for Local Government* at <http://www.lgsc.org.uk/fs/doc/publications/competency-framework-for-local-government.pdf>