



January 2013

**1. JOB IDENTITY**

<b>Post Title:</b>	Apprentice Mechanic	<b>Service:</b>	Infrastructure Services
<b>Section:</b>	Fleet Services (VMS)	<b>Grade:</b>	Apprentice Scheme Grade
		Year 1	JA Eng Craft 50%
		Year 2	JA Eng Craft 70%
		Year 3	JA Eng Craft 80%
<b>Reports to:</b>	Repair Depot Supervisor		

**2. JOB PURPOSE**

Under supervision until competency levels agreed work towards

- Service and maintain Aberdeenshire Council vehicles and plant
- Service and maintain other parties vehicles and plant, as directed by the Supervisor or Foreperson

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

**3. CORE RESPONSIBILITIES / DUTIES**

- Inspect, service, maintain and repair vehicles, plant and equipment within Repair Depots and off-site, or at the roadside in the case of breakdowns
- Undertake such work in a safe and proper manner ensuring Repair Depot Standards are maintained

**4. QUALIFICATIONS AND TRAINING**

- Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
  - Current full driving licence (if age applicable)
- Desirable:**
- Basic knowledge of electrics and / or hydraulics

**5. EXPERIENCE**

- Essential:**
- Ability to use hand tools in a safe manner

## 6. KNOWLEDGE AND SKILLS

- Essential:**
- Customer focused
  - Good communication and interpersonal skills
  - Dependable with a keen interest to learn
  - Computer literate

## 7. ADDITIONAL REQUIREMENTS

Criminal Records Checks for Employment	Not applicable to this post
Driving Compliance	This post has responsibility for and required to drive Aberdeenshire Council vehicles. The preferred candidate will be required to produce a current, valid driving licence, if age applicable. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The preferred candidate will also be required to produce their licence, on request, at periodic intervals.
Politically Restricted	Not applicable to this post
Work Smart	This position is designated as a ' <b>Fixed</b> ' post as detailed on the Worksmart website - <a href="http://worksmart.aberdeenshire.gov.uk/">http://worksmart.aberdeenshire.gov.uk/</a>