

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title: Apprentice Workshop Technician</b>	<b>Director/Service:</b> Corporate Resources - Property Services		<b>Office Use</b>
<b>Band:</b> National Apprenticeship Pay Framework			JE ref:
<b>Responsible to:</b> Workshop Manager	<b>Workplace:</b> Various		HRMS ref:
<b>Job Purpose:</b> The efficient and effective maintenance of vehicles and plant			
<b>Resources</b>			
<b>Staff</b>	None		
<b>Finance</b>	None		
<b>Physical</b>	Depot working with variety of tools and equipment. Use of Fleet Database. Emergency Response.		
<b>Clients</b>	Internal Highways, Neighbourhood and Waste services and lease car users. Various external organisations and members of the public.		
<p><b>Duties and key result areas:</b> Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the postholder.  <b>You will undertake apprenticeship training to enable you to develop into the below responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. To undertake and successfully complete the End Point Assessment of the apprenticeship standard.</li> <li>2. Assist with the Preparation of all vehicles to M.O.T. (Ministry of Transport) and LGV (Large Goods Vehicle) Testing Station standards.</li> <li>3. Assist with Diagnosing faults by road testing vehicles, visual inspection, by use of computerised diagnostic software and any other method agreed by industrial standards.</li> <li>4. Accurately identify &amp; order parts, components and systems from manuals, diagrams, computerised documents and direct from vehicle/plant.</li> <li>5. Over time, gain the ability to service and repair the full range of vehicles and plant within the County Council's fleet to ensure the safety of drivers, operators and members of the public.</li> <li>6. Provide excellent customer interface by adopting quality "first time" repairs in a timely manner.</li> <li>7. Work to individual and team targets.</li> <li>8. Ensure that machinery, equipment and tools that are used are operated in accordance with manufacturers guidelines and any faults are reported.</li> <li>9. Diagnose and repair of complex electrical systems and circuits, hydraulic &amp; pneumatic systems from various manufacturers.</li> <li>10. Calibration of specialist equipment to conform to manufacturers' specifications.</li> <li>11. Complete job cards, inspection sheets and all associated documentation to allow the effective management of the fleet database.</li> <li>12. Make efficient use of parts, completing documentation as required to ensure compliance of Quality Assurance and with Best Value requirements.</li> <li>13. Observe all Health and Safety at Work requirements, regulations and legislation always with regard to self, other staff and members of the public.</li> <li>14. Attend and fully participate in all training, arranged by and deemed necessary and appropriate to the post, by the Fleet Manager.</li> <li>15. Comply with Operator Licence legislation (where applicable) &amp; complete required documentation.</li> <li>16. Undertake alterations / modifications to vehicles including welding and fabrication work.</li> <li>17. Attend breakdowns and complete on-site dynamic risk assessments.</li> <li>18. Complete and authorise the maintenance records resulting in a comprehensive record of the vehicle condition and repairs to comply the Operator Licence legislation.</li> <li>19. Assist with the Preparation and presentation of vehicles for their annual test to achieve first time pass rates.</li> </ol> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>			
<b>Work Arrangements</b>			
Physical requirements:	Manual handling and heavy physical activity on a daily basis.		
Transport requirements:	Involves travel to undertake urgent repairs and drive various HGV and other vehicles as required.		
Working patterns:	37 hours per week. Normal standard hours but with a willingness to work outside these hours during busy periods.		

Working conditions:	Required to work outdoors throughout the year undertaking site repairs or where there is limited depot space.
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### PERSON SPECIFICATION

<b>Post Title: Apprentice Plasterer</b>	<b>Director/Service:</b> Corporate Resources - Property Services	<b>Ref:</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>A good general education demonstrating numeracy and literacy. An initial assessment may be carried out</li> </ul> <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>	<ul style="list-style-type: none"> <li>Grade 4 (c) GCSE Maths &amp; English (or equivalent)</li> <li>AS/A Levels</li> <li>To hold a qualification MOT testing and VOSA LGV</li> <li>Inspectors Standard</li> </ul>	<p>Application</p> <p>Interview</p>
<b>Experience</b>		
<ul style="list-style-type: none"> <li>No previous experience required</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a similar role or working for a local authority</li> <li>Be willing to undergo training in the use oxygen and acetylene burning and welding, as well as MIG and TIG welding.</li> <li>Be willing to undergo training in the operation of vehicle mounted equipment</li> </ul>	<p>Application</p> <p>Interview</p>
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Good organisational, problem solving and planning skills</li> <li>Communication and interpersonal skills</li> <li>Ability to be flexible</li> </ul>	<ul style="list-style-type: none"> <li>Customer care skills</li> <li>Team working, or can demonstrate working in teams</li> </ul>	<p>Application</p> <p>Interview</p>
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>The work is physically demanding and entails prolonged periods of standing, pushing, stretching, bending, lifting heavy components and working in a constrained position, in, around and under a range of vehicles. There is some work at height and work is routinely out of doors in all weather conditions.</li> <li>Working in a potentially hazardous environment Technicians must remain aware of the health and safety risks always</li> <li>Work on tasks that could require prolonged periods of concentration.</li> </ul>		<p>Application</p> <p>Interview</p>
<b>Personal attributes</b>		
<ul style="list-style-type: none"> <li>Motivation</li> <li>Willingness to work</li> <li>Reliable, good time keeping</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work as a team member</li> </ul>	<p>Application</p> <p>Interview</p>
<b>Other</b>		
<ul style="list-style-type: none"> <li>Committed to Equality and Diversity and Safeguarding</li> <li>Committed to Health and Safety and client confidentiality</li> <li>Committed to providing a quality administrative support</li> <li>Committed to the Values &amp; Vision of Northumberland County Council</li> </ul>	<ul style="list-style-type: none"> <li>Full clean driving license with the ability to drive</li> <li>Able work outside of normal office hours</li> </ul>	<p>Application</p>

		Interview
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits