Hyndburn Borough Council

Make a difference

Work for your local council

Candidate Information Pack

Mechanic

Scale 7 (SCP 24-26)

37 Hours per week

Our Organisation

We are the local district Council for the Borough of Hyndburn, in East Lancashire. Our main offices are in Accrington and we also cover the townships of Oswaldtwistle, Great Harwood, Clayton-le-Moors and Rishton. We provide a range of essential services such as refuse collection, environmental protection, maintaining parks and open spaces, Licensing, administering some key benefits and much more.

As well as a number of towns, we have large areas of outstanding open space to explore, including our wonderful parks and 3 local nature reserves. We're home to the famous Accrington Stanley football club, our NORI bricks helped build the Empire State Building and our Council-run Haworth Art Gallery has the largest collection of Tiffany Glass in Europe.

We face many challenges as a borough, predominantly linked to deep-seated inequalities in health and deprivation. You will join us at an exciting time, as we look to progress our recently adopted corporate strategy. This focuses on sustainable growth in both housing and employment, as well as on our environment and climate change. We have an ambitious transformational agenda, as evidenced by our current Levelling Up programme which is regenerating our main town centre.

Our Central Vehicle Maintenance Unit (CVMU) includes the following services:

- Management of the transport and vehicle maintenance service
- Procurement of all the Council's vehicles, plant and mowing machinery
- Management of the Council's Standard National Vehicle Operator licence for vehicles and drivers
- Management of the Council's recycling waste transfer station
- Management of the Council's Taxi testing facility for private hire and Hackney carriage vehicles
- Management of the Council's MOT testing station

Our Values

Our future success will depend on the professionalism and dedication of our staff, as well as how we work collaboratively with partners and stakeholders. We aim for a supportive, friendly working culture and strive to recruit people whose values align to our own.

Customer Focus

We will make best use of our resources to support the delivery of excellent services to our customers. We will treat each customer as a valued individual and show sensitivity to their needs and differences.

Integrity

We will always try to do the right thing. We will act and communicate honestly and openly, honour our commitments and be accountable for our actions.

Positive Attitude

We will be proactive and optimistic in finding solutions to challenges, open to improved ways of working and to updating our knowledge and skills to meet these changes.

Teamwork

We promote a friendly and supportive working environment. We will work together across teams, services and with partners to achieve the objectives of the Council and the best outcomes for our customers.

The Role

We are seeking a suitably qualified and experienced, LCV/LGV Mechanic, MOT tester to join our friendly and hardworking team at the Central Vehicle Maintenance Unit.

You will inspect, service and repair a variety of vehicles (LCV/LGV), equipment and also be responsible for preparing vehicles to DVSA standards for annual test. An MOT tester's certificate is essential, as a function of the post will be the testing of vehicles (Private, Council and Taxi) in our class 4/7 test station.

You must be a time served Mechanic holding a minimum City and Guilds, B Tech NVQ Level 3 or equivalent in vehicle maintenance and have a good understanding of light and large vehicle DVSA test regulations, as well as Health & Safety procedures. Experience in welding/fabrication and previous experience working on a wide range of vehicles/equipment would be an advantage.

If your background is in Light Commercial Vehicles, we will still consider your application if you can demonstrate an ability and willingness to achieve the Post qualifications/requirements within an agreed time period.

If you have the right experience and feel your skills and experience match the requirements, we would love to hear from you.

Please note that this is a safety critical role. This means that we will undertake drug and alcohol screening as part of the recruitment process, and you will be subject to random testing if appointed.

The full job description and person specification is included within this document.

If you have the right experience and can demonstrate that your skills and experience match these requirements, we would love to hear from you.

Your Salary and Benefits

Salary

- Grade 7 (SCP 24-26) - £35,412 to £37,280 per annum
- Tool Allowance

Hours of Work

37 hours per week

Leave entitlement

Your leave allowance starts at 24 days, with an extra 2 days after working at Hyndburn for a year, as well as an extra 5 days when you have 5 years continuous local government service.

This is in addition to public holidays and a 3 day closure around Christmas / New Year period plus one additional day of leave to be taken on a set date around this period. Some roles may be required to work during this closure period however, employees will be compensated with time off in lieu.

Pension

We will enrol you into the Local Government Pension Scheme on commencing employment. This is a "career average" scheme, which means you will build up benefits based on your pay each year. Your contributions depend on the level of your pay. We will also make employer contributions.

Supportive Working Arrangements

We genuinely support flexible working practices to help you strike a good balance between your work life and your personal life. We have agreed a Smart Working Strategy which supports hybrid working, meaning you will have the opportunity to work from home for part of the week. We have a confidential 24/7 Employee Assistance Programme which can support you and household members through difficult patches, including counselling support.

Learning and Development

We will support and encourage you to keep developing your skills and professional knowledge. We'll fund relevant training and provide in-house opportunities, including through the "Hyve", our access anywhere e-learning platform.

Diversity and Inclusion

We value diversity and inclusion. We know we can't stand still on this; we try to keep improving. We want all our staff to feel valued and respected and to see this as a great place to work. We'd love our workforce to better reflect the communities we serve. We welcome applications from candidates from under-represented groups, including people with disabilities or from ethnic minorities.

We offer a guaranteed interview to anyone with a disability who can show they meet the essential criteria - we'll ask you to indicate on the application form if this applies.

Other Benefits

Other benefits include free car parking, a leave purchase scheme, reduced leisure membership, credit union, access to discounts, health cash plan, access to physiotherapy / osteopathy treatment, and death in service benefit (separate from the pension scheme).

How to Apply

Take a look at the job description and person specification. To apply for this role, please email a CV and a supporting statement to recruit@hyndburnbc.gov.uk or complete our application form via the Jobs section of our website:

Working at the Council – Hyndburn Borough Council

The form includes space for a supporting statement where you should explain how you meet the requirements listed on the job description and person specification. You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and candidate pack). And instead of simply telling us, show us: use real life examples of where you've used a certain skill or how you've practically applied your experience. This supporting statement is a really important part of the selection process so make sure you keep your statement **relevant** and **concise**. Think about what we need to know about you and what you'd bring to the role and our organisation.

Hyndburn Borough Council values honesty and integrity and expects all candidates to share these values. Please ensure that all the examples you use in support of your application are representative of your own experience. For more information, please see our Guidance on using Artificial Intelligence in job applications.

Equality Monitoring Questions

We're committed to improving our workplace representation so we reflect the diverse communities we serve and we'd really appreciate it if you could tell us about certain equality characteristics on your application form. This information will not be shared with the people making decisions on shortlisting or who to appoint. This will help us assess whether there may be any barriers to people applying or being successful in their application, based on equality characteristics.

Submitting your application

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done. If, at any stage, you have questions or problems, please contact HR at recruit@hyndburnbc.gov.uk

We'll normally get back to you within a couple of weeks at the most if you've been shortlisted for interview.

Good luck!

Hyndburn Borough Council

Job Description

Job Title:	Mechanic
Post No.:	EH050
Service:	Environmental Services
Agreement:	NJC For Local Government Services
Range:	Grade 7 SCP 24-26
Other:	Tool Allowance Safety Critical role

Organisational Relationships:

Reports to: Mechanic Supervisor

Supervises: None

Coordinates with: Vehicle Co-ordinator, named contacts in service areas, other employees within the Council and representatives of external organisations and customers.

Customer Focus: As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objective(s):

- Assist with the provision and delivery of a high quality and efficient transport management and vehicle repair / maintenance service.
- Repair and maintenance of the Council fleet and plant.
- Assist with the cleanliness, tidiness and Health and Safety of all staff and visitors within the workshop.
- Assist with the inspection and M.O.T / Taxi testing service.

Main Duties & Responsibilities:

1. Hands-on repair and maintenance of vehicles, plant and workshop equipment. Attend to breakdowns and repair / retrieve vehicles.
2. Provide an on-time repair and maintenance service, inspection and M.O.T / Taxi testing service.
3. Arrange the ordering of parts and materials.

4. Day to day communication with the Mechanic Supervisor, Vehicle Co-ordinator and individual contacts within the individual service areas / users to ensure that vehicles / plant is repaired, serviced and made available as agreed.
5. Complete time sheets, vehicle inspection records and all necessary paperwork in connection with the operation of CVMU.
6. Assist with monitoring the condition of workshop equipment, abrasive wheels and arrange repairs for defects as necessary.
7. Extract data from computerised vehicle management system, DVSA, manufacturer's online systems/catalogues and diagnostic computers as required.
8. To be an authorised signatory for the processing of invoices and use of Council payment systems.
9. Provide technical input for the selection of replacement vehicles and plant.
10. Ensure that all works are carried out in accordance with the Council's Health and Safety policy and that the facilities and equipment are used in accordance with Health and Safety requirements.
11. To help keep the workshop and facilities in a clean and tidy condition.
12. To deputise for the Mechanic Supervisor in their absence if required.
13. To deal with colleagues, customers and Councillors openly and fairly at all times and promote mutual respect.
14. To be a site Fire Marshal.
15. Any other duties which from time to time are deemed appropriate within the grading of the post.
16. To operate in accordance with Council priorities and compliance policies relating to Health and Safety, equal opportunities and customer care.
17. To undertake duties as required by line manager or the Head of Service.

In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010 - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.

Person Specification

Job Title: Mechanic			
Criteria are measured using 4 different sources: **Application Form (A), Interview (I), Test (T), References (R)**			
Job Criteria **(Based on Job Description)**	**Essential**	**Desirable**	**Measured by**
Qualifications:			
• City and Guilds Level 3 in Motor Vehicle Engineering (or equivalent).	✓		**A/I**
• A category C driving licence and CPC or required to gain these qualifications with funded training.		✓	**A/I**
• DVSA certificate in inspection standards for LCV/LGV maintenance and MOT testing or required to gain the certificate with funded training		✓	**A/I**
Experience:			
• Time Served Mechanic with 3 years' experience.	✓		**A/I**
• A minimum 3 years' experience in fault diagnosis, repair and maintenance of a municipal fleet, including RCV's, road sweepers, light commercial vehicles etc.		✓	**A/I**
• Maintenance/repair and preparation of vehicles to DVSA standards LCV and LGV.	✓		**A/I**
Knowledge/Skills/Abilities:			
• Hands on experience / ability and knowledge to repair municipal vehicles and wide range of plant and machinery.		✓	**A/I/T**
• Diagnostic experience/capability for Hydraulics, Air Systems, Engine and Drive line.		✓	**A/I**
• Ability to work to tight deadlines and committed to achieving targets.			
• Good literacy and numeracy skills.	✓		**A/I**
• Have a full understanding of Health and Safety and Safe Working Practices.	✓		**A/I**
• Experience in welding/fabrication and previous experience working on a wide range of vehicles/equipment would be an advantage.	✓		**A/I**
		✓	**A/I**
Additional Requirements:			
• Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work, where there is no underlying medical reason for the absence).	✓		**R**
• A commitment to customer care and equal opportunities and an understanding of how to put these into practice.	✓		**A/I**
• Commitment to the principles of local democracy.	✓		**A/I**

Other:			
• Be physically fit in order to work in awkward positions and hostile environments, both indoors and outdoors.	✓		**A/I**
• Have flexible attitude and be committed to the principles of public services and local democracy.	✓		**A/I**
• Be willing to undertake out-of-hours including evenings weekends, Christmas week and bank holiday pull backs.	✓		**A/I**
• Safety Critical Role – required to comply with the Councils Drug & Alcohol Policy including random testing.	✓		**A/I**

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Together, we're building an ambitious and sustainable future for Hyndburn

www.hyndburnbc.gov.uk