

## Neighbourhood Services

Job Description: Complete in-house servicing and maintenance of council vehicles and machinery.

Job Title: **Mechanic**

<b>Grade:</b>	SWISE 2
<b>Post Number:</b>	TBC
<b>Responsible to:</b>	Street Scene Coordinator, Street Scene Team Leader, Fleet and Vehicle Infrastructure Manager
<b>Responsible for:</b>	N/A
<b>Job Objective:</b>	Work as part of the Garage Team to maintain and service the Streetwise fleet and machinery.
<b>Main Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Support drivers with daily vehicle and equipment maintenance tasks such as minor repairs, parts replacement, oil checks, fuel top ups, tyre checks.</li> <li>2. Complete tasks to a high standard to meet both Rushcliffe and statutory vehicle maintenance standards.</li> <li>3. React to vehicle and machinery breakdowns which will involve attending off site locations.</li> <li>4. Collection and delivery of vehicles to local garages for servicing and repairs.</li> <li>5. Conduct regular servicing of handheld equipment, plant and machinery.</li> <li>6. High level of manual handling involved in all aspects of the role.</li> <li>7. Complete regular servicing of plant and handheld machinery, completing service logs and recording repairs completed.</li> <li>8. Effective communication skills ensuring your line manager is notified of any issues that arise with vehicles and machinery.</li> <li>9. Use a variety of apps on a smart phone or tablet and willingness to learn any new software that may support the garage services.</li> <li>10. Maintain a professional and polite attitude to the public and suppliers.</li> <li>11. Drive and operate different company vehicles.</li> <li>12. Flexible approach to work, supporting other Streetwise teams and Rushcliffe departments as required.</li> <li>13. Work safely in line with safe systems of work in place and adhere to all supplier and partner site rules.</li> </ol>

PREPARED BY: Stephanie Powell | Team Leader Street Scene  
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