

Workshop Chargehand

Salary: Grade 6 (scp 21 – 26) - £28,900 - £32,909
Hours: 37 hours per week
Job Reference: XT1005

Rossendale Borough Council's Operations Team is looking to appoint an experienced Workshop Chargehand to carry out the full range of servicing and repair of all Council vehicles and plant, ensuring that all are operating safely and efficiently, and are maintained to the highest standards, in line with current legislation.

It is an essential requirement to have experience supervising staff within a workshop environment and running a municipal fleet and maintenance workshop, with an in-depth knowledge of Health and Safety and Fleet Management Legislation.

The successful applicant will hold a City and Guilds Level 3 Diploma in HGV Maintenance and Repair qualification or equivalent qualification and a Category C driving licence.

There will be a requirement to work flexibly between 6.30am and 6.00pm to meet the needs of the service (hours to be agreed with manager).

For an informal discussion about the role please contact James Gunning, Service Manager 01706 252508.

Apply online at www.rossendale.gov.uk or email your name and address, quoting reference number **XT1005** to recruitment@rossendalebc.gov.uk Alternatively, telephone People and Policy on 01706 252449.

Closing date: Monday 6th February 2023 at 10am

Interview date: Week commencing 13th February 2023

The Council's vision is:

"To have a thriving economy, built around our changing town centres; creating a quality environment for all and improving the life chances of all those living and working in our borough."



Job Description

Reports to: Service Manager (Workshop & Transport)
Responsible for: HGV Technicians
Total staff managed: 2
Working environment: Fleet Maintenance, Operations

Purpose of role

To carry out the full range of servicing, fault diagnosis and repair of all RBC vehicles and plant, ensuring that all are operating safely and efficiently, and are maintained to the highest standards, in line with current legislation.

Supervise and co-ordinate the vehicle workshop facilities and staff and provide technical support.

To undertake additional responsibilities in the absence of the Workshop Manager and assist in the development of the Service department.

Corporate responsibilities

To support the Council to achieve its Corporate Strategy vision that Rossendale will be a place where people want to live, visit, work and invest.

To support the Chief Executive to ensure that the strategic aims of the Council are met.

Operational responsibilities

- Assist with the delivery of a high quality and efficient transport management and vehicle maintenance service. Fault-find, service and repair the full range of RBC vehicles and plant, including (but not exclusively): refuse collection vehicles; sweepers; tractors; trailers and mowers. This will include repairing electrical, pneumatic and hydraulic equipment as well as fabrication and welding. Ensuring that repairs and maintenance are carried to DVSA and manufacturers' specifications, and in line with relevant safe systems of work.
- To maintain systems and procedures to ensure compliance with the Council's Vehicle Operators Licence ensuring vehicles are maintained in a roadworthy condition. Carrying out clear record keeping of all work done, parts used and other relevant paperwork.
- To assist the management of stock control and ordering of parts / materials and equipment in a cost effective manner, ensuring best value.
- Supervise and motivate staff to maximise productivity, quality and efficiency within the service area. Monitor and review working methods and practices in order to improve the service and analyse training needs of the staff. To assist and mentor trainees/mechanics within the workplace

- To respond to vehicle breakdowns, outsource recovery where required and minimise downtime.
- To drive and operate vehicles and plant as required including assisting with logistical arrangements when off - site works are required. To ensure that the workshop, vehicles, plant and equipment are only used by trained and competent team members including third party service providers, ensuring that they are inducted and follow site safety rules.
- To liaise with relevant supervisors/service managers/contractors to organise vehicle servicing and repairs according to the fleet maintenance schedule and advise of any likely delays.
- To ensure the workshop and depot facilities are kept in a clean and tidy condition and that all works undertaken comply with the relevant legislation including the Council's Health and Safety policies, safety requirements and standard procedures.
- To carry out any other duties which from time to time are deemed appropriate within the grading of the post.

These may change subject to consultation with the postholder.

Person Specification

Experience / Knowledge

- Time served mechanic with significant experience in the industry.
- Experience of dealing with vehicle manufactures and associated suppliers.
- Experience of supervising a municipal fleet and maintenance workshop, working with refuse collection vehicles, road sweepers, light commercial vehicles, tractors, trailers and grounds maintenance equipment.
- Experience of leading, motivating and developing staff in a workshop environment.
- In depth knowledge of Health and Safety, Fleet Management Legislation including the role of DVSA and the Traffic Commissioner.

Qualifications

- City and Guilds Level 3 Diploma in HGV Maintenance and Repair qualification or equivalent qualification.
- UK Driving Licence - Category C
- Have a minimum requirement of NVQ Level 2 in Mathematics and English
- Qualification in Management, desirable

Competencies / Skills

- Excellent written and verbal communication skills, with the ability to communicate clearly to a variety of audiences.
- Ability to utilise computer systems/telephone/email for placing orders, goods receiving and invoicing purposes.

Values and Behaviours

- Ability and willingness to demonstrate the council's values and behaviours

Personal Qualities and Attributes

- Ability to liaise with relevant supervisors/ service managers/contractors to organise vehicle servicing and repairs according to the fleet maintenance schedule.
- Ability to prioritise and achieve workloads required by conducting or delegating duties such as reported defects and breakdown repairs/recovery. Delivering to a high standard, in line with safe systems of work, DVSA and manufacturers standards.
- To have an excellent, positive and flexible attitude to work in a demanding and changing environment.
- Ability to work collaboratively with Senior Officers, Elected Members, Managers, staff, colleagues and partners.
- Knowledge and implementation of risk assessments and health and safety requirements.

Personal Circumstances

- Commitment to developing and maintaining high levels of customer care.
- Willingness to undertake additional training courses as and when required
- Requirement to work flexibly between 6.30am and 6.00pm to meet the needs of the service, potentially on a rota basis.
- To have a comprehensive tool kit to fulfil the role.