

**Job Description**

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| **Department** | **PLACE** |
| **Job Title** | **APPRENTICE HORTICULTURAL PLANT FITTER** |
| **Grade** | Apprenticeship rate / National Minimum Wage for age  2 year fixed term. (1 additional year, post qualification experience optional). |
| **Primary Purpose of Job** | To work under supervision to provide support and assistance with the repair and maintenance of the Council’s plant (heavy machinery used in construction, agriculture etc.) equipment.  To undertake an apprenticeship, working towards the achievement of a land-based Service Engineer Level 2 qualification. |
| **Reporting To** | Horticultural Supervisor |
| **Direct Staffing Reports** | None |

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| This is a developmental role designed for an individual with little or no previous work experience.  The postholder will develop the skills and experience necessary to perform the duties of the role, and will undertake a Land-based Service Engineer Level 2 apprenticeship at Myerscough College.  The postholder will work with the service for four days a week and undertake college related tasks one day a week. |

**Main Duties**

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| **1** | Assist with various aspects of plant maintenance, fabrication, electrical, hydraulic and running repair type work, ensuring compliance with the Council’s Health & Safety Policy at all times. | |
| **2** | Assist with the diagnosis and repair of mechanical, electrical, and hydraulic faults on plant equipment. | |
| **3** | Assist with carrying out periodic servicing of plant using various hand and power tools, as well as welding gear and electrical testing equipment. | |
| **4** | Assist with safety inspections to identify potential issues and prevent equipment failures. | |
| **5** | Assist with the order of necessary parts through the Council’s procurement system. | |
| **6** | Maintain a tidy work area at all times and assist the team in carrying out weekly cleaning of the workshop and garage area | |
| **7** | Prepare and assist with the loading and unloading of plant and equipment. | |
| **8** | Help maintain accurate records of maintenance and repair work by ensuring that all associated records are updated promptly, accurately, and effectively using the fleet management software system. | |
| **Date Job Description prepared:** | | **June 2025** |
| **Job Description prepared by:** | | **Fleet and Transport Manager** |

**Person Specification**

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| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk) are guaranteed an interview if they meet the essential criteria for the role | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | |
| 1. | Have a keen interest in Plant technology. | | | | Application Form / Interview |
| 2. | Good level of attention to detail and accuracy. | | | | Application Form / Interview |
| 3. | Have a basic understanding of the use of IT systems and general computer use. | | | | Application Form / Interview |
| 4. | Good ability to work as part of a team. | | | | Application Form / Interview |
| 5. | Willingness to be flexible and adapt to changing priorities. | | | | Application Form / Interview |
| 6. | Ability to use basic hand tools. | | | | Application Form / Interview |
| 7. | Ability to work under pressure. | | | | Interview |
| 8. | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | |
| 1. | | Meet the eligibility criteria for government funded apprenticeship programmes. | | | Application Form |
| 2. | | Postholder will be required to complete a Level 2 land-based service engineer apprenticeship. Applicants must therefore not already hold a land-based service engineer or similar qualification at a Level 2 or above. | | | Application Form / Interview |
| 3. | | GCSE Maths and English (4-9, or A\*-C) or level 2 functional skills (or expected to achieve by September 2025) or must commit to achieving within the duration of the apprenticeship. | | | Application Form / Interview |
| **3. Work Related Circumstances** | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview |
| 3. | | Willing to travel to Myerscough College (or alternative) to attend training as necessary. | | | Application Form / Interview |
| 4. | | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service. This may include shift work. | | | Interview |
| 5. | | This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods. | | | Interview |
| 6. | | Must have or working towards obtaining a full driving licence. | | | Interview |
| 7. | | Must be able to work in a workshop environment and work may take place outdoors and will involve exposure to the elements. | | | Interview |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | |
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| **2. Experience/Qualifications/Training etc** | | | | | |
| 1. | Previous experience of undertaking basic maintenance tasks on vehicles and plant equipment. | | | | Interview |
| 2. | Live in the Bolton Council borough area | | | | Application Form |

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| **Date Person Specification prepared:** | **June 2025** |
| **Person Specification prepared by:** | **Fleet and Transport Manager** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





