

Skilled Mechanic/MOT Tester

Service	Reporting to	Location	Grade
Vehicle Management Services	Workshop Supervisor	Turnpike Depot	2C

About the role

- You will maintain and service all types of vehicles, particularly as contained in the City Council's fleet of vehicles, including inspections to DVSA standards.
- You will be required to carry out repairs and maintenance up to major overall standard on a wide range of vehicles and associated plant equipment, including municipal specialist equipment (e.g. bin lifts, refuse compacting equipment, road sweepers, gritter vehicles and equipment, passenger and goods lifts, and gully cleaning machinery).
- You will operate all associated garage equipment as agreed from time-to-time e.g. vehicle diagnostic reading facility, brake testing equipment, exhaust gas analysing equipment, diesel smoke testing equipment and all other equipment that may be introduced in order to enhance the service provided.
- You will be required to maintain and complete daily documents including job tickets, inspection sheets, test reports (e.g. brake test and exhaust emissions) and daily timesheets.
- You will be responsible for all tools and equipment on loan from the stores and be expected to ensure all are clean and serviceable on return to stores.
- You will be expected to maintain personal tools in good condition and to ensure their suitability to the work required of them.
- On occasion, you will be required to recover vehicles from the road side using the fleet recovery truck.
- You will be required to work flexibly in line with business needs, including working on dirty vehicles and equipment, and in adverse weather conditions if necessary.
- You will be responsible for following Health and Safety at work procedures and ensuring that these are adhered to across the service.
- You will be required to provide advice, information, and training to apprentices within the service.
- You will undertake any training as required to maintain the professional competencies needed for the role.

Key outcomes

- The provision of a positive customer experience.
- A safe Council fleet through effective and efficient delivery of vehicle maintenance.
- Accurate records are available for all paperwork related to vehicles for DVSA.
- Reduced downtime through timely and quality repairs and servicing.
- Contribute to continuous service improvement.
- Providing mentoring, support, and training to other members of the team
- Up to date skills and knowledge as needed for the role through continuous training and development.

What we need from you

- **Essential**
- To model and demonstrate our values and behaviours.
- NVQ Level 3 (or equivalent) in Vehicle Maintenance and Repair.
- Proven experience maintaining and repairing light and heavy vehicles and plant in a busy workshop environment.
- Strong knowledge of vehicle mechanical, electrical, and hydraulic systems
- Diagnostic and problem-solving ability; capable of working independently and as part of a team; attention to detail.
- Reliable, flexible, safety-conscious, and committed to high standards of workmanship
- Full UK driving licence (Category B)

- **Desireable**
- MOT Tester qualification (Class IV/VII and/or HGV)
- Experience working in a local authority or large mixed-fleet operation
- Understanding of DVSA inspection standards, Operator Licence compliance, LOLER/PUWER regulations

- Good communication and customer service skills

- Category C or C+E licence, or willingness to obtain

Health, Safety and Environmental Responsibilities

- Work safely and follow all Council health and safety procedures.
- Use appropriate PPE and ensure tools and equipment are safe and fit for purpose.
- Report any hazards, incidents, or near misses promptly.
- Dispose of waste responsibly in line with environmental regulations.

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- What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

Tailored Development

- Ongoing training will be provided to maintain up-to-date technical skills and compliance with changing vehicle technologies and legislation.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

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Role details

Completed by: Alan Fitzsimons

Date:

Job code:

Job score:

Date of evaluation:

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