

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Mechanic		Grade: 8
Directorate: Operational Services		Service: Recycling and Fleet
Post No: EE260	JE Ref:	Date of Issue: July 2026
Responsible to: Operations Compliance Manager		

Main Purpose of Job:

To provide day-to-day operation of the workshop and carry out maintenance and repairs to the council's vehicles, plant and equipment and to undertake MOT and taxi inspections.

Main Tasks/Duties/Responsibilities

1. To ensure that the workshop is opened and closed at the correct times and ensure that the building is secure and all fire escapes are unlocked during operational hours.
2. To ensure day-to-day operations are carried out in a safe and compliant way, understanding the importance of Health & Safety within the role to comply with best practice, risk assessments and safe systems of work.
3. To carry out repairs and maintenance to the appropriate standards and guidelines, as laid down by VOSA, manufacturer or other appropriate authority.
4. To undertake roadworthiness inspections of vehicles, including taxi inspections.
5. To complete MOT testing, and to assist with all aspects of running an MOT station.
6. To prepare and present vehicles for annual test at the appropriate testing facility.
7. To maintain and repair all types of vehicles, plant and equipment operated by the council or customers, including electrics, hydraulics and pneumatics.
8. To maintain and repair all types of ancillary equipment on Council vehicles including camera systems, reversing aids, in cab devices.

9. To carry out repairs including fault finding and diagnostic testing, including use of IT based diagnostic equipment.
10. To carry out gas and electrical welding as necessary.
11. To carry out modifications that may be necessary to meet operational requirements, including any fabrication work and adaptations to equipment in accordance with directions.
12. To carry out work within a realistic time, be this time either manufacturers, ICME, locally negotiated or a combination.
13. To test drive vehicles on or off site to assist in diagnosing faults and to carry out post repair checks.
14. Make safety decisions on vehicles to ensure the Council operates within the scope of its operator's licence' to support Business Managers within operations to run a safe and legal operation.
15. Ensure completed work is safe, operational and roadworthy for release prior to handing job back to internal and external customers.
16. To monitor daily defects to ensure they are promptly actioned to increase vehicle availability and enable efficient use of Council resources.
17. To ensure that the ordered parts for jobs are correct for the servicing/repairs required.
18. Liaise and communicate with suppliers to resolve issues, order parts and maintain vehicles.
19. To ensure all completed paperwork is completed in accordance with the correct standard and returned to the Assistant Transport Manager on completion of the inspection/repairs.
20. To participate in the training of apprentices and pass on the necessary training information and skills.
21. To deliver and collect vehicles or parts from suppliers, repairers and other internal and external agents.
22. To assist other Mechanics with repairs when requested.
23. To ensure that the workshop and parking area are maintained in a clean and tidy condition.

24. To ensure that all equipment used is maintained in a safe condition for use, ensure that equipment is only used for the task it was designed for and is returned to the correct place of storage after use.
25. To report any failures in operation of the equipment to the Workshop Supervisor.
26. That all internal and external customers' vehicles are parked efficiently and ensure that the walkways are kept clear at all times. All workshop related vehicles when parked outside are to be locked and keys kept secure at all times in the designated area
27. To ensure that all visitors are not allowed on to the shop floor unless escorted and that they are there for a valid reason.
28. To provide stand by cover on a rota basis. To manage and participate in the on call rota system and to deal with out of hours emergencies.
29. To liaises and communicate with customers and Department Managers on the progress of repairs, both verbally and electronically.
30. To ensure efficient end of shift/day handover, discuss issues / requirements for the workshop are met.
31. To attend relevant training courses as and when required. To attend technical and in-house training courses as required.
32. To cover any other duties appropriate to the post.
33. To occasionally work from different offices and sites used by the Council
34. Provide supervision and deputise for the Workshop Supervisor as and when required.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.

4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act).

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.