

Job Description

Job Title	Engineer
Directorate	Neighbourhoods and Housing
Service Area	Support Services
Grade	Scale 6 SCP 20
Competency Level	1
Salary	£33,673
Job Type	Office Based
Location	City wide
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	Not applicable

Job Purpose

To carry out repair and maintenance functions to support the day-to-day operations within the Environment, Streetcare and Recycling Service workshop, ensuring that all relevant policies and procedures are adhered to in order to deliver an efficient and high quality service.

To undertake relevant repair, service and maintenance tasks of Environment, Streetcare and Recycling Service vehicles, plant, machinery and equipment ensuring

operations are carried out to maximise efficiency whilst minimising operational downtime.

To develop effective working relationships with both internal and external stakeholders and represent the Environment, Streetcare and Recycling Service in a positive manner at all times.

Directly Responsible To:

Development Manager

Main Areas of Responsibility:

- To work collectively as part of the workshop service to complete a wide range of repair, service and maintenance functions in relation to Environment, Streetcare and Recycling Service vehicles, plant, machinery and equipment
- To carry out inspections, diagnostics and repairs on a wide range of horticulture and agriculture equipment inclusive of tractors (with associated attachments), excavating equipment, ride on grass mowers, ATV's, trimmers, blowers, pedestrian mowers and other handheld machinery
- To assist with the obtaining of quotes and ordering of parts/materials required in order to deliver the service in line with agreed budget allocation
- To assist with ordering stock as required, ensuring levels of stock are maintained to ensure service delivery
- To take part in all required training to enable you to fulfil your role effectively, safely and efficiently
- To undertake out of hours emergency call out duties associated with service delivery
- To ensure completion of appropriate paperwork to provide accurate records of all repair, service and maintenance work undertaken

- To take full responsibility to ensure that the operation and maintenance of all vehicles, plant, machinery and equipment is in accordance with training provided. Identify any faults or misuse of vehicles, machinery and equipment and report to the service supervisor/manager
- To ensure all duties are carried out in accordance with risk assessments, toolbox talks and training provided
- To ensure that all tools, equipment, machinery and vehicles you operate are secured at all times
- To take responsibility for the general housekeeping of your work area and any PPE, plant, machinery and equipment used, ensuring safety and cleanliness, and compliance with security protocols when transporting and storing tools and equipment, including securing buildings/containers you have access to
- To ensure accurate completion and submission of all relevant Council documentation in a timely manner including job cards, defect books, vehicle drivers' hours etc
- To report any work related accidents or incidents to your supervisor/manager immediately, ensuring that the appropriate associated paperwork is completed
- To be an ambassador for and promote Environment, Streetcare and Recycling Service working internally with other service areas and externally with organisations, the community and key stakeholders
- To adhere to and comply with relevant Council agreed policies, including delivering all workshop functions in accordance with the Council's Health & Safety procedure, legislation and industry best practice
- To be flexible in working hours and patterns to meet the needs of the service.
- To participate in all aspects of personal training and development, ensuring any required licenses, qualifications, medical assessments status, professional memberships etc are current and where necessary renewed in goodtime

- To carry out any other duties commensurate with the grade, salary, training, skill set and level of responsibility, that may be assigned from time to time in the interest of the service

Supervision and Management Responsibility:

- There are no supervision or management responsibilities

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- To undertake major overhauls of engines, transmissions, axles and hydraulics
- To work in an outdoor environment all year round

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.

- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Full UK Driving Licence category B (A)

Desirable

- NVQ Level 2 (or similar qualification) in Engineering

Experience

Essential

- Previous experience in engineering work covering mechanical, hydraulic, pneumatic and electronic works (A, I)
- Extensive experience carrying out inspections, diagnostics and repairs of Agricultural and Horticultural Equipment (A, I)
- Significant experience of completing overhauls of engines, transmissions, axles and hydraulics (A, I)

Desirable

- Experience in welding, either ARC/MIG
- An understanding of current legislation and industry best practice relating to service delivery



Skills/Abilities

Essential

- To be conscientious, flexible and proactive with the ability to work as part of a team and follow instruction as required (A, I)
- Good verbal and written communication skills (A, I)
- Ability to identify hazards & risks, mitigate for them and where necessary, communicate mitigation measures to the other members of the team (A, I)
- Ability to take responsibility of own workload and maintain high standards of work (A, I)

Desirable

- Methodical and well organised with the ability to produce quality work.
- Ability to work on a range of tasks and manage conflicting priorities
- Awareness and understanding of customer focus
- Ability to work with a positive and proactive approach

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

