



JOB PROFILE

Post Title:	Mechanic
Portfolio:	Central Support Services
Responsible to:	Garage Manager
Responsible for:	Nil
Grade:	Band C3

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible to the Foreman Mechanic for the repairs and maintenance of government vehicles and heavy plant equipment.

Main Duties and Responsibilities

1. Maintain a fleet of vehicles and heavy plant equipment to meet the demands of the government of St. Helena in the pursuit of its business;
2. Ensure that vehicles and heavy plant equipment are maintained in a safe operational condition;
3. Compile and complete paper work associated with work control systems;
4. Carry out vehicle inspections and diagnostic problem solving;
5. Assist with carrying out emergency or specialist work as directed by the Foreman (Mechanic);
6. Carrying out advanced maintenance and repairs to the government fleet of vehicles and heavy plant equipment, i.e. dismantling and reassembling engines and transmissions;
7. Ensure that all machinery and equipment are well maintained in the garage complex;
8. With the assistance of the Foreman (Mechanic), ensure that government fleet of vehicles and heavy plant equipment are inspected and prepared for annual MOT's and where necessary, remedy any faults appropriately;
9. Manufacturing various parts for engines on the lathe and construct steel panelling for replacement bodywork where necessary;
10. Be skilled in welding practices at a very high standard to ensure the safety of vehicles and heavy plant equipment;
11. Demonstrate good communications skills to be able to work as a team with senior staff;



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12. Ensure the garage complex and its contents is secured before leaving work;
13. Ensure that Health & Safety becomes a fully integrated part of management and staff in the working environment;
14. Undertake any other duties authorised by the Garage Manager or his Foreman.
15. Be responsible for Government vehicles and heavy plant equipment when undergoing repairs and maintenance.
16. Whilst it is the duty of your employer to ensure, so far as is reasonably practicable, your health, safety and welfare at work; it is your duty to take reasonable care for the health and safety of yourself and others who may be affected by what you do at work and not to recklessly interfere with or misuse anything provided in the interest of health, safety and welfare.

Special Conditions

- Be responsible for Government vehicles and heavy plant equipment when undergoing repairs and maintenance.
- Whilst it is the duty of your employer to ensure, so far as is reasonably practicable, your health, safety and welfare at work; it is your duty to take reasonable care for the health and safety of yourself and others who may be affected by what you do at work and not to recklessly interfere with or misuse anything provided in the interest of health, safety and welfare.
- Attend vehicle and heavy plant equipment breakdowns after normal working hours.
- Working in dangerous conditions
- Manual Handling

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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Core Competency Framework

Competency	Level
Professional Development: Required Professional Competency standards met	ii
Planning & Delivery of Work: Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.	ii
Analysis and use of Information: Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.	ii
Decision Making: Ability to act on own initiative and confident in making decisions within policy guidelines.	ii
Working with Others: Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.	ii
Communication: Good oral and written communication and ability to record factual information accurately	ii
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.	ii
Dealing with Change: Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.	ii
Continuous Improvement: Willing to learn and develop self and team in job role to work efficiently.	ii
Managing Resources: Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.	ii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Certification in modern mechanical techniques	E	√	
Valid driving licence in A and C	E	√	
Knowledge & Experience:			
Fully conversant in applying health and safety procedures in order to guarantee the safety of employees and the quality of products/services	E		√
3 years practical experience in modern mechanical techniques	E	√	√
Some experience in welding	E	√	
Skills and Abilities:			
Sound knowledge of practical mechanics and diagnostics	E		√
Welding skills	E		√
Basic IT skills	E	√	√
Able to meet tight deadlines	E		√
Analysis of information (Advance)	E		√
Will need to have good written and verbal communication skills	E		√
Intermediate interviewing and negotiating skills	E		√
A close attention to detail	E		√
The ability to work independently and use own initiative	E		√
Other:			
Highly motivated	E		√
Effective team player	E		√
Ability to apply objective judgement	E		√
Effective strategic thinking	E		√
Responsive to change	E		√
Innovative and creative	E		√



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Willingness to work flexibly – some evening work may be required.	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.