**Job Description & Person Specification**

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| **ABC Garage Company**  **Sample Job Description & Person Specification – Motor Vehicle Mechanic** | | |
| **Job Description** | | |
| Job Title: | Motor Vehicle Mechanic | |
| Location: | Based in Falkirk | |
| Reports to: | Service Department Manager | |
| Hours of work: | 35 per week, on a shift working basis, 2 days’ back shift (2 pm – 10 pm) and 3 days’ early shift (7 am to 3 pm) There may also be a requirement to work overtime from time to time. | |
| **Summary of Position:**  To carry out routine and scheduled servicing, MOTs, maintenance and diagnostic & repair work to a consistently high standard. | | |
| **Key Tasks** | | |
| To carry out inspection and servicing of vehicles as required. | | To discuss vehicle problems and solutions with vehicle owners. |
| To carry out MOT checks on vehicles as required. | | To effectively use all servicing and maintenance tools and equipment and maintain it in good condition. |
| To diagnose problems and make decisions about the most suitable repairs. | | To maintain vehicle records by recording service and repairs. |
| To operate diagnostic equipment when required. | | To contain costs by using warranties and evaluating service and parts options |
| Keep parts stock levels by re-ordering when required | | To conduct test-drives and adjust vehicle controls and systems as appropriate. |

**Person Specification**

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| **Post-Holder’s Attributes** | **Criteria** | **Essential** | **Desirable** | **To be identified by** |
| **Qualifications & Training** | Educated to standard grade level | **X** |  | Application Form |
|  | IVQ in Motor Vehicle Engineering Level 5 |  | **X** | Application Form |
|  | Studying IVQ in Motor Vehicle Engineering Levels 1, 2 or 3 | **X** |  | Application Form |
|  | Manual Handling Training  First Aid Certificate |  | **X**  **X** | Application Form |
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| **Experience** | Previous mechanical engineering experience |  | **X** | Application Form & Interview |
|  | Previous motor mechanic experience or an interest in cars and fixing them | **X** |  | Application Form & Interview |

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| **Knowledge** | Familiar with relevant health & safety legislation | **X** |  | Interview |
|  | Knowledge of basic principles of electrical systems operation | **X** |  | Interview |

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| **Special Knowledge** | Full, clean driving licence | **X** |  | Application Form |

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| **Practical Skills** | Lifting and handling weights | **X** |  | Interview & Reference |
|  | Machining materials | **X** |  | Interview & Reference |
|  | Project management |  | **X** | Interview & Reference |

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| **Intellectual Skills** | Fault-finding & diagnostic skills | **X** |  | Interview & Reference |
|  | Good communication and interpersonal skills | **X** |  | Interview |
|  | Problem-solving skills | **X** |  | Interview |
|  | Time management skills | **X** |  | Interview |
|  | Ability to prioritise and work to tight deadlines | **X** |  | Interview |

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| **Disposition/Attitude** | Ability to use own initiative | **x** |  | Interview |
|  | Team player | **X** |  | Interview |
|  | Positive, ‘can do’ attitude | **X** |  | Interview |
|  | Flexible | **X** |  | Interview |
|  | Confident | **X** |  | Interview |
|  | Good timekeeper |  |  | Reference |
|  | Honest, trustworthy & reliable | **X** |  | Reference |

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| **Circumstances/**  **Personal** | The post is full time, permanent and involves regular shift working across 7 days. Applicants must be willing to adapt to different shift patterns from time to time. Full PPE will be provided. All employees are required to undergo regular medical checks due to the working conditions, e.g., fumes from the machinery and the need for regular heavy lifting. | **X** |  | Interview |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The jobholder will be expected to participate in this process and we would aim to reach agreement on any changes. The job-holder may be asked to perform such tasks out with this job description as are reasonably requested by the owner and which are within their capability.

Prepared by:

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| --- | --- | --- | --- | --- |
| Name: |  | Signature: |  | Date: |
| Title: | |

**Guidelines Notes for Completion of Person Specification**

The Person Specification is fundamental to the entire Recruitment and Selection process. It is important that this document is completed at the beginning of the process reflecting only criteria that are required in order for a candidate to be able to fulfil the duties of the post. Care must be taken to ensure that criteria that could be seen as discriminatory are not used.

If any complaints are made regarding discrimination during recruitment, evidence of a comprehensive, fair person specification will be considered during any investigation.

An outline of each of the categories within the Person Specification is given below; however please contact Falkirk Council Employment and Training Unit if you have any queries regarding this.

**Essential Criteria**

These are criteria that the applicant must meet in order to be capable of performing the duties of the post.

**Desirable Criteria**

These criteria are not fundamental requirements of the post, and the successful applicant may not meet all of these. Characteristics within this category may be ones for which training could be provided once the applicant is appointed.

**To be Identified By**

Note where you would expect to find this information, e.g., application form, references, interview, certificates.

**Points to consider when writing the Person Specification:**

**Qualifications/Training**

Does the post require particular qualifications, e.g., Standard grades/Highers, degree standard – in particular subjects? Is a professional qualification necessary? Is any specialist training required, e.g., first aid certificate, Microsoft Excel? Could experience in a particular area be an alternative to formal qualifications?

**Experience**

What level of experience is required? Does this need to be in a similar environment to this post (e.g., mechanical work in a manufacturing environment or specifically mechanical work in a vehicle garage?)? Is supervisory or management experience required? Is past experience of particular areas of work required, e.g., dealing with the public, keeping customer records, cash handling? Could voluntary work or spare time activities be classed as relevant experience?

**Practical & Intellectual Skills**

What special skills are required of the post-holder? Should they have diagnostic/problem-solving skills? Are good communication and interpersonal skills required? Should they be able to write or prepare letters and reports? Are they required to have potential leadership abilities?

**Special Knowledge**

Does the post require knowledge of, e.g., particular legislation, IT systems? Do they need to be able to drive?

**Disposition/Attitude**

Does the post require a team player; an individualist; an assertive personality; a willingness to make decisions? Is the post-holder required to work under pressure, to tight deadlines? Will they be closely supervised; or work on their own initiative?

**Circumstances/Personal**

Will the post involve working shifts, participating on an on-call rota, overtime working, etc.?

Is there a requirement for the post-holder to have a driving licence? Driving licences should only be classed as essential in posts that are actual driving posts, e.g., delivery drivers and vehicle maintenance/sales.