

find a future with fife council



Thank you for your interest in this position

Enterprise & Environment, Fleet Services

Apprentice Mechanic

Fife Council is the largest employer in Fife and we want young people like you to join us.

You bring the skills and enthusiasm - we've got the jobs!

And we'll help you learn while you earn a wage, supporting training and development opportunities that will help you move your career on.

If you're reading this, something caught your eye. So go on, apply!

If you have any queries about the job information pack or application process, please contact the Transactions Recruitment Team. You can do this by telephoning 01592 538200, (VOIP 2000, option 3, if internal to Fife Council), or by emailing Transactions.Recruitment@fife.gov.uk.

The Transactions Recruitment Team are located in Fife Council, Fife House, Glenrothes, Fife, KY7 5LT.

We value diversity and are striving towards equality of opportunity. All applicants will be considered fairly and on merit.

Job Title:	Apprentice Mechanic	File Reference Number: I396.01
Directorate and Service:	Enterprise & Environment – Asset, Transportation & Environment, Fleet Services	
Reports to:	Workshop Co-ordinator	
Grade:	F01	
Job Purpose:	To undertake all aspects of repair and maintenance of all Fife Council Vehicles.	
General Tasks & Responsibilities:	<p>The duration of the apprenticeship will be a maximum of 4 years. During this period the apprentice will participate in a programme of learning to develop skills and knowledge for repair and maintenance of Fife Councils motor fleet.</p> <p>The apprentice will work under supervision of a team of Mechanics to provide support and assistance with repair and maintenance duties to deliver a professional, high quality and customer focussed Service.</p> <p>Demonstrating an enthusiasm and willingness to learn and to work to a high degree of competence.</p>	
Special Conditions:	<p>The apprentice will attend the appropriate college and training programme for development and must achieve milestone targets related to the completion of the Vehicle Repair and Maintenance SVQ Level 3 framework as agreed on the Individual Training Plan.</p> <p>Failure to meet these targets may result in the termination of the apprenticeship. In the case where an apprentice completes the SVQ framework an enhanced rate of pay will be awarded accordingly.</p> <p>Initial recruitment will be 1st year applicants only.</p> <p>Trade Apprentice vacancies are restricted to applicants who live in Fife. You must be aged between 16 and 24 on or by the advertised start date. (Alternatively successful applicants can start at 15 years old however your 16th birthday must be by 30th September within the year of recruitment. A School Leavers Form and National Insurance number will be required).</p>	

Attributes	Essential	Desirable	Assessment
Experience	<p>Appreciation of the motor industry and its complexity.</p> <p>Knowledge of tasks undertaken by a Vehicle Mechanic.</p>	<p>Relevant experience working in a vehicle repair and maintenance workshop or similar environment</p>	<p>Application</p> <p>Skills Test</p> <p>Interview</p>
Education, Qualifications Training and Professional Memberships.	<p>Applicants should have achieved or be expecting to achieve:</p> <p>3 National 4, or 3 Standard Grades at general level to include English, Maths, practical craft skills or an IT related subject, or to be able to demonstrate other relevant experience in the motor vehicle industry.</p> <p>And/or an NC, SVQ1 or an NPA in the relevant motor vehicle trade will be considered as alternative qualifications in line with SCQF Matrix, for more information please refer to www.scqf.org.uk.</p> <p>The ability to achieve SVQ level 3 (SCQF Level 6).</p>	<p>SVQ Level 2 or HNC in relevant discipline</p> <p>National 5's, or 3 Standard Grades at Credit level 2 or above.</p>	<p>Application</p> <p>Skills Test</p> <p>Interview</p> <p>Certificates</p> <p><i>(Please note that Prelim results will be accepted at interview stage but SQA certificates will be required before any offer of full time appointment can be confirmed)</i></p>
Skills, Abilities & Knowledge	<p>The ability to work within a team</p> <p>Ability to work well on own initiative</p> <p>Ability to deal with the public face to face/by telephone/by letter</p> <p>Ability to organise tasks, setting and monitoring of standard.</p> <p>Flexible Working Approach</p> <p>Demonstrate an understanding of the demands of the job</p>	<p>Knowledge of tools</p> <p>Awareness of Fife Council's functions within the trade applied for.</p> <p>Appreciation of Health & Safety in the motor vehicle industry</p>	<p>Application</p> <p>Skills Test</p> <p>Interview</p>

Attributes	Essential	Desirable	Assessment
Interpersonal & Communication Skills	<p>Strong inter-personal skills</p> <p>Ability to communicate using various methods with colleagues and clients</p> <p>Ability to work as part of a team</p>		<p>Application</p> <p>Skills Test</p> <p>Interview</p>
Health & Physical Attributes	<p>Ability to provide a regular and effective service</p> <p>You may be required to travel out with Fife to attend college to achieve this qualification.</p>		<p>Pre-employment health screening</p>
How We Work Matters	<p>OD12 How We Work Matters details the behaviours are required for successful performance in the role.</p> <ul style="list-style-type: none"> • Working Together • Delivering Results • Taking Ownership • Customer Focus • Embracing Technology and Information 		<p>Application Interview</p>