

## JOB DESCRIPTION

<b>JOB TITLE</b>	Workshop Technical Co-Ordinator
<b>GRADE</b>	Craft 37 plus 10% plus bonus
<b>REPORTING TO</b>	Workshop Manager
<b>JD REF</b>	Operational

### PURPOSE

To carry out all duties as a horticultural fitter and undertake workload planning and the monitoring of operational performance of the machine workshop maintenance team and to order spare parts, pay Invoices and commission external Engineering services as required.

### MAIN DUTIES AND RESPONSIBILITIES

Ensure all parks/ highway machine maintenance work is completed to a good standard.

Standards and quality of maintenance are continuously monitored and improved in line with performance, and within available resources. Utilising performance management as a positive and effective tool.

Work closely with the workshop manager to improve the image of Wirral's maintenance workshop operations, in line with the current business and strategic plans and policies.

Responsible for all maintenance correspondence, investigate and respond to complaints in a timely manner in line with Council's standards.

Prepare reports, work schedules, and undertake operational planning on behalf of the service.

Responsible for quality control in line with all prescribed standards.

Assist the workshop manager in ordering machine maintenance parts and services.  
Assist with the ordering and issue of stock from Workshop Stores

Identify and deliver specified on-the-job training for Workshop and Parks staff.

Support and attend team briefings and team meetings, contributing to an open and honest work environment.

Support the workshop manager to negotiate best value and lowest cost procurement with outside private companies and representatives

Deliver and maintain cost effective service within budgets allocated.

Assist in the tendering, operation and monitoring of tenders and contracts when appropriate.

Prepare purchase orders when required within council Policy.

Assist the workshop manager in the production and implementation of relevant strategies and plans in accordance with statutory requirements and Council standards and procedures.

Inspect, monitor, and ensure the effective day to day maintenance of all plant and machinery.

Assist the workshop manager with the purchase and end of life disposal of plant and machinery.

Prepare work programmes, including winter service maintenance schedules for both highway verges and Parks machines.

Manage personal workload, changing priorities and personal objectives to deliver service requirements.

Assist the workshop manager in making Key decisions regarding machine maintenance, safety, and the effective running of the workshop.

Assist the workshop manager to determine replacement schedules and when machinery should be repaired to optimise total lifetime cost effectiveness of all machinery.

## ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

- Qualified mechanical engineer.
- Advanced mechanical, safety and product knowledge of all machinery and equipment.



- Basic and advanced engineering techniques including fault diagnosis, repair, and preventative maintenance, being able to identify potential mechanical and safety issues.
- Ability to work with machine specific electronic diagnostic equipment and rectify engine management problems using hardware & software.
- Ability to work with specialist hand arm vibration (havs) monitoring equipment to calculate exposure levels to operators and provide support documentation to assist in any claims against the council.
- Ability to weld to a recognised qualification standard
- Experience of working in a horticultural and agricultural workshop.
- Ability to work with Microsoft office.
- Knowledge of computerised stock control systems
- Ability to negotiate for the best price for machinery, spares, and aftermarket specialist servicing including training.
- Ability to operate and demonstrate equipment to parks staff ensuring correct training is given
- Ability to work as part of a team
- Ability to manage change.
- Excellent communication skills
- Excellent customer service skills.
- Experience of managing health and safety
- Project management skills.
- Driving licence required to travel borough wide and beyond.

## DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

- Working in a parks & countryside environment
- Understanding of corporate requirements relating to the maintenance and repair of vehicles and equipment
- coaching and training skills
- Experience of one or more parks and countryside related specialisms

## ADDITIONAL INFORMATION

Able to work flexible hours, with occasional evening, weekend, and bank holiday work.

**Note:** the job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the head of service.



This job role profile will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the service in relation to the post holder's responsibilities and duties. Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.

