

JOB SPECIFICATION



Position: APPRENTICE PLANT MECHANIC

Company History

Founded in 1945, Pat Munro (Alness) Ltd is a privately owned company consisting of the following operational divisions:

- Quarry Products
- Construction – Civil Engineering, Utilities, Building & Surfacing
- Property and Development
- Waste Services
- Haulage and Plant Hire

Based at Caplich Quarry in Alness, the company currently employs in excess of 170 personnel and operates out of several further facilities; Quarries in Dornoch, Strathroy and Tomatin; Concrete Plants in Inverness and Elgin; and a Waste Transfer Station in Inverness.

Position

This is a **full-time fixed term 4-year** position working within our Maintenance Department. The position is based at **Caplich Quarry, Alness IV17 0XU** and will report to the Senior Mechanic. The Apprentice Mechanic will be responsible for developing skills, competencies and abilities in the safe, efficient and effective repair, maintenance, servicing and testing of the company's plant and vehicle fleet, based on work activities assigned to them.

Principal Job Responsibilities

- Take work activity instructions from the Senior Mechanic.
- Cleaning of vehicles and plant (internally and externally, as applicable)
- Assist with, and then ultimately, undertake basic repair, maintenance, service and test activities on a wide range of vehicles and plant & equipment, working effectively, efficiently and productively but with a need for supervision, guidance, direction and quality checking by others, etc.
- Have an acceptable level of productivity, working to planned timescales to meet deadlines, whilst maintaining reasonable standards of work quality.
- Ensure effective communication with the Senior Mechanic, Garage Manager and Garage Administrator regarding work activity progress and completion, parts required, etc.
- Promptly seek guidance, advice and support from the Senior Mechanic or Garage Manager when uncertain on how best to progress work activities.
- Complete all necessary paperwork in relation to all work activities undertaken.
- Maintain safe working conditions and practices to ensure compliance with health and safety legislation.
- Maintain focus on work activities assigned, and not divert onto alternative tasks without prior approval from a Senior Mechanic or the Garage Manager.

Knowledge

The individual will ideally have some knowledge in the following areas:-

- Some limited mechanical knowledge, but developing and increasing with experience and training
- An awareness of workplace safety
- Information recording

Skills

The individual should possess the following skills and abilities:-

- Ability to learn and develop new skills
- Ability to work to deadlines
- Ability to operate required tools and equipment in a safe and responsible manner
- Ability to work as part of a team
- Analytical and problem solving skills
- Basic decision making skills
- Effective communication (verbal, listening and written) skills
- Time management ability
- Driving licence

Personal Attributes

The individual should be:-

- Honest and trustworthy
- Respectful
- Conscientious and demonstrate a solid work ethic
- Punctual - a good time keeper
- Flexible and adaptable
- Willing to learn
- Interested in mechanical components, machinery, etc.

Training

This apprenticeship course covers all the basic principles you need to learn to become a plant mechanic and obtaining a Plant Maintenance – SVQ level 2 after 2 years and a Plant Maintenance – SVQ level 3 after year 3.

Along with building a portfolio and developing work-based skills and knowledge on the job, you will be attending the National Construction College Scotland, Inchinnan for 25 Weeks, on a block release basis for the first 3 years through the Construction Industry Training Board (CITB).

Year 1: 10 weeks training

Year 2: 10 weeks training

Year 3: 5 weeks training

Course content will include:

Bench fitting/engineering skills/technical drawing	Electrical safety testing (PAT)
Materials and measurements	Servicing techniques and procedures
Basic electrics	Braking systems
Lifting equipment and procedures	Fuels/lubricants/consumables
Welding/brazing/soldering	CI and SI power units and associated systems
IT/communication skills	Multi-cylinder power units
Transmissions	Hydraulics
Steering and suspension systems	Tracks/wheels/tyres
Auxiliary plant	Compressors, air tools and pneumatics
Electro-hydraulics	Basic electronics
Engine management/computerised control	Testing and diagnostic procedures
Functional and operating procedures	23 AC electrical systems

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Working Hours

Your working week will comprise of a minimum of 39 hours. These hours will be worked Monday to Friday which the Company will notify to you in advance.

You will be expected to keep your working hours flexible to a reasonable extent, depending on the needs of the Company. At times the needs of the Company will require these hours to be modified and you will be expected to vary your hours of work accordingly.

Maximum of 40 hours per week if you are under 18 years old.

Remuneration

Will be in accordance to the SBATC (Scottish Building Apprenticeship & training Council) annual apprenticeship rates. Wage reviews are conducted annually.

Probationary Period

The company operates a standard 3 month probationary period, during which either party have the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the employment contract will apply.

Holidays

Annual holiday entitlement is 30 days (for full-time positions) which is inclusive of recognised public holidays. You are required to reserve a specified amount of your annual holiday entitlement to cover the annual Christmas and New Year shutdown period. This is normally 10 days.

PMA will endeavour to grant holidays out with the fixed dates, where possible, subject to operational requirements. Minimum notice periods will apply to such requests.