

# JOB SPECIFICATION



**Position: APPRENTICE HGV MECHANIC**

## Company History

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

- Construction – Civil Engineering & Utilities
- Major Projects
- Haulage and Plant Hire
- Homes
- Property and Development
- Quarry Products
- Surfacing
- Waste Services

Headquartered at Caplich Quarry in Alness, the company currently employs in excess of 200 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.

## Recruitment Process

Candidates should submit their completed application form along with any CV. An interview process will be carried out to select an initial list of 4 candidates who will be sent to the training provider for competency assessment. From there, one candidate will be appointed on a 3 month work contract and at the end of the period one of the candidates will be offered the apprenticeship contract.

## Training and Education

Level 3 apprentices attend the Training Workshops for 6 x 1 week blocks per year during the first three years of their apprenticeship. Fourth year is spent entirely in company building a portfolio of evidence to show competence in the workplace. Assessment of competence is carried out by a combination of witness testimony and visits from a Moray Firth Training assessor.

Achievement of IMI: Institute of the Motor Industry computer-based knowledge tests and work-based competence assessments leads to a Scottish Vocational Qualification (SVQ) awarded at:-  
**LEVEL 3 (Maintenance and Repair)**

## Working Hours

The current standard work pattern will be alternate weekly shifts of:

Day Shift – 7am to 5pm, Mon to Fri

Back Shift – 11:30 am to 8pm, Mon to Fri

The company reserves the right to alter shift patterns to suit workload, subject to a minimum notice of 1 week.

Your contracted minimum working week will comprise of a minimum of 39 hours (day shift)  
Additional hours, including weekend work, may be required in period of high demand.

All employment legislation will apply.

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## **Remuneration**

Will be in accordance to the SBATC (Scottish Building Apprenticeship & training Council) annual apprenticeship rates and/or National Minimum Wage 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.