

Job Pack

Workshop Technician



Lewes District Council



Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

We are able to offer our staff a range of benefits and access to discounts as follows:

- Membership at local leisure centres who are part of Wave Leisure across the District and Borough and at the Sovereign Centre in Eastbourne.
- Kaarp Benefits which are only available to Local Government employees and includes between 3 and 4.5% savings at supermarkets when purchasing a gift card as well as savings on attractions and discounts on many other things.
- Chorus Workplace Savings Scheme
- Boundless which includes up to 10% off high-street and supermarket goods through discounted pre-paid shopping cards.
- CSSC which includes free entry to a number of tourist attractions and a free tastecard as well as discounted cinema visits and 4% saving on supermarket shopping through pre-paid shopping cards.
- Public Sector Discounts – by paying £9.99 for a Black Card £2.99 staff are able to access discounts such as 2.5% cashback – ASDA, 3.5% cashback – Sainsbury's, Waitrose and M&S, 4.5% cashback on B&Q and Primark and 5% cashback – Boots, Carpetright, Clarks, feelunique, Halfords, Harvester, John Lewis, National Express, New Look, River Island, Body Shop, Nike, The White Company, The Works, Waterstones, Wilko etc.
- Easit – the Councils have joined the Queens Award winning easitNETWORK group through which we hope to influence travel behaviour in the area by providing a full range of transport options to encourage staff to adopt more sustainable commuting habits. EasitNETWORK is a social enterprise, not for profit organisation that is all about sustainable travel. Our staff can benefit from many transport discounts including 15% discount on Southern rail journeys across the network (except central London zones 1,2,+ 3); including peak time travel; 10% discount at Halfords on all bikes, cycling accessories, servicing and parts; 15% discounts on monthly and annual bike insurance and 25% discount on new, electric, folding Beat Bikes.
- Eyesight tests vouchers are available for all drivers and computer users which include a discount off selected glasses and when glasses are required solely for VDU use.
- Vouchers for fully funded flu vaccinations through Boots which staff can redeem, arrange and book at a participating Boots Pharmacy of their choice.
- Cyclescheme - The UK's leading provider of the cycle to work scheme and the founding member of the Cycle to Work Alliance. It enables our staff to get a bike tax-free, saving between 25-39%. Participants can choose from over 2,000 retailers and enjoy the ability to shop in-store or online.

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- We also understand that balancing everyday life together with the requirements of work and home can create pressures for all of us. To support our staff in achieving this balance we have an Employee Assistance Programme (EAP) in place. Our EAP is currently provided by Health Assured an independent external organisation who work to a robust professional code of strict confidentiality.
 - They offer both emotional and practical support to our staff when they feel they need it. They also have qualified legal advisors who will assist with any legal matters. They will provide advice and guidance on matters such as writing a will, tenancy and housing concerns, divorce procedures, boundary disputes, probate costs, motoring issues, property and partnership rights and immigration information.
 - Our EAP is available 24/7, 365 days and year. As part of this service we are also able to offer staff access to an app where they can find useful articles and webinars alongside an enhanced set of wellbeing tools and engaging features to support wellbeing and wellness.
 - Within the Councils we have a number of staff trained to provide 'first aid' to staff experiencing mental health issues. Mental Health first aiders are trained to listen, reassure and respond, even in a crisis – and even potentially stop a crisis from happening.
 - They are able to empower others to access the support they might need for successful management of symptoms. This could include self-help books or websites, accessing services via their GP, the EAP, other support groups and more.

Job Description

Post Title:	Workshop Technician
Service Area:	Service Delivery
Team:	Lewes Waste Services
Location:	Lewes District
Grade:	D SCP 27
Hours:	37+3
Reports To:	Workshop Team Leader
Date Prepared	March 19 th 2025

Job Purpose:

- To support the Workshop Team Leader in all aspects of the workshop service delivery, including safeguarding the financial success of the service through routine monitoring of all Workshop service activity.
- To safeguard the Health, Safety and Welfare success of the service through the provision of a rigorous Health & Safety culture, ensured by proactive monitoring, excellent record keeping and instilling a Lessons Learnt culture throughout the team.
- To provide support to the Workshop Team Leader in providing the effective and efficient management of vehicle maintenance to the Council's fleet (in accordance with 'O' licence or MOT requirements where appropriate).
- To be fully converse on the requirements of the Operator's License in respect of record keeping
- To ensure the workshop delivers to the required standards of performance including customer service and efficiency.
- To support the Workshop Team Leader in all aspects of innovation ensuring the Lewes Waste Service is in time with technological and digital evolution within the wider industry.
- To support the Workshop Team Leader with robust "succession planning" through appropriate planned training (internal and external), for full time staff, apprentices, and Work Placements
- To proactively manage and resolve workshop issues, identifying and implementing services improvements
- To act as an ambassador for the council working with customers, business and other organisations.

Main Duties:

1. To maintain, inspect, repair and test the Councils vehicles and/or plant and equipment.
2. To prepare, present and accompany all HGV vehicles, other than exempt categories, for annual MOT inspections.
3. Carry out periodic safety inspections to all HGV vehicles to DVSA inspection manual (Guide to maintaining Roadworthiness) standards.
4. Carry out fault diagnosis on complex hydraulic, pneumatic and electrical systems.
5. To carry out welding, fabrication and body repairs as required.
6. To attend broken down or accident damaged vehicles and effect permanent or running repairs as required.
7. To prepare and decommission vehicles.
8. Fitting and removing a diverse range of ancillary equipment, accessories and livery.
9. To complete associated paperwork to ensure that all statistics and legal information are produced, update dedicated workshop computer system as necessary.
10. To ensure that all relevant legislation and Health and Safety procedures are adhered to.
11. To maintain work areas in a safe and clean condition.
12. To attend other training courses as and when required.
13. To Carry out Class IV, V and VII MOT tests when required.
14. To Carry out periodic MOT training when required.
15. To assist the workshop supervisor when required
16. To stand in for the workshop supervisor when required
17. To carry out any other duties as required.

Common Responsibilities:

In addition to the specific duties for this post all staff are expected:

To follow the Council's employment policies and procedures as set out in its "Staff Guide" plus any specific Service Area requirements and in particular, to follow those relating to Health and Safety, Use and Security of IT facilities, Information Handling, Equalities and Safeguarding.

To undertake such other duties as appropriate to the grade and designation of the post as may be required by their manager

To undertake all training activities needed to ensure continuing effective performance in their post.

Note: The job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time, without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot

themselves justify a reconsideration of the grading of the post.

Information Technology:

This post requires the operation of a computer terminal or PC for which full training will be given. Existing knowledge of other equipment or systems will be updated or refreshed as necessary. The Council will ensure that all users are familiar with Data Protection legislation and the Council’s anti-virus policy.

Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none"> • Understands the Council’s purpose, context, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. • Works positively to gain understanding from others.
Driving Improvement Performance &Results.	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and Council
Self-Management	<ul style="list-style-type: none"> • Self-motivated and professional. • Is organised and uses time and technology efficiently. • Adopts a flexible approach to change
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. • Works co-operatively and is committed to building, productive, positive relationships. • Demonstrates commitment to achieving overall team objectives

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PERSON SPECIFICATION

QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none">• Experience in similar Role• Level three NVQ Motor Mechanics or equivalent• Valid Class C or C+E Driving Licence or willing to work towards gaining certification	<ul style="list-style-type: none">• Hold a Certificate of Professional Competence (National Road Haulage Operations).• MOT Tester Qualification for class IV, V, VII• Level 3 Award in Hybrid Routine and Replacement• Irtec qualification• GCSE Maths Grade C• GCSE English Grade C• Digital Tachograph Card• Valid Driver CPC Card

TRAINING

Essential	Desirable
<ul style="list-style-type: none">• Willingness to undertake further training as required.• O-License awareness	

SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none">• Ability to use own initiative and prioritise workload without direction• Ability to utilise digital resources to maximum and timely effect, in the output and performance management of the operational teams• Excellent verbal communication skills including the ability to communicate tactfully and sensitively with residents, staff at all levels, and Councillors.	<ul style="list-style-type: none">• Have knowledge of electric vehicle maintenance / repair

<ul style="list-style-type: none">• Be able to work on own initiative with the minimum of supervision in managing the resources available to maintain the Council's vehicle fleet and others as agreed, to ensure legal and cost effective operation.• Be well organised and able to fully utilise and implement systems to manage the services e.g., record keeping systems including basic use of computers.• Be able to prepare and maintain vehicle service schedules and records of work undertaken and materials used. Demonstrable experience would be an advantage.• Be able to prepare estimates for vehicle repairs.• Ability to strike a balance between quality and productivity in line with agreed standards but never compromising safety• Ability to prioritise varied and demanding workload to specific requirements A requirement to uphold the Council's Equalities policy.• They will need to communicate with diverse members of the public.• Ability to implement the Council's Equality Policy at a level appropriate to the job and must at all times carry out their duties with due regard to the Council's Equalities Policy.	
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KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none">• Detailed knowledge and operational understanding of each service area, by geography, activity and resource.• An informed knowledge of local risks and hazards which are complimented with appropriate Safe Systems of Work• Be familiar with diesel engine technology, full air brake systems, vehicle hydraulic systems and electric control systems.• Be conversant with and competent in the use of commercial vehicle workshop equipment and diagnostic/test apparatus.	

EXPERIENCE

Essential	Desirable
	<ul style="list-style-type: none">• Have some operational experience of specialist municipal vehicles and plant.• Have some experience of the operation of a commercial business at appropriate supervisor / management level.

PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none">• Willingness to work within the councils' Management and Core competency frameworks	

<ul style="list-style-type: none">• An engaging, enthusiastic and positive manner with a strong “can do” approach• Current driver’s licence	
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All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band D.

Salary

The spinal column points (SCP) for the post are as follows:

SCP 27 £40,037

Hours

The working pattern of these hours will be discussed at interview stage.

Place of Work

You will be working for the Shared Service between Lewes District and Eastbourne Borough Councils and will be required to work at Robinson Road, Newhaven or such other places within the boundaries of Lewes District and Eastbourne Borough as may reasonably.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Casual User Car Mileage

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 26 days. This increases to 30 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday

commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of two calendar months, to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2023 are:

Pay Range	Contribution
Up to £16,500	5.50%
£16,501 to £25,900	5.80%
£25,901 to £42,100	6.50%
£42,101 to £53,300	6.80%
£53,301 to £74,700	8.50%
£74,701 to £105,900	9.90%
£105,901 - £124,800	10.50%
£124,801 - £187,200	11.40%
£187,201 or more	12.50%

The pay ranges will be increased each year from 01 April in line with inflation. Based on the salary for this role, the contribution will be 6.5%.