

**JOB SPECIFICATION**

**TITLE:** Head Mechanic

**DEPARTMENT:** Gibraltar Fire & Rescue Service

**RESPONSIBLE TO:** Deputy Chief Fire Officer

**JOB PROFILE:**

- 1) To supervise subordinates, overseeing work schedules and works carried out, carry out repairs, maintenance and modifications to Fire Service and Ambulance vehicles (Gibraltar Fire & Rescue Service and Gibraltar Health Authority), including mechanical, auto electrical, pneumatic and hydraulic disciplines, and ancillary equipment within the station workshop environment or at incidents, and to service and repair all other Fire Service ancillary equipment e.g. Holmatro, Ifex, compressors, garage doors, etc including the use and repairs of fixed and portable pumps.
- 2) To carry out and supervise general building maintenance and repair work of Gibraltar Fire & Rescue Service (GFRS) properties including any external stores and equipment.

**The main duties and responsibilities of the post are:**

- Record-keeping and maintaining annual leave entitlements, overtime records and overall supervision of level of competence and performances achieved by subordinates.
- Maintain an acceptable level of discipline in compliance with the GFRS Discipline Regulations and Chief Fire Officer's policy.
- Overall responsibility for the upkeep and general maintenance of the workshop and equipment.
- Carry out general building maintenance and repair work of GFRS properties including any external stores and equipment.
- Research and provide technical information or specifications on equipment or spare parts required to be ordered for prompt repair of any Fire Service appliances and/or equipment.
- To establish work priorities and allocate resources for the efficient management and operation of the section. Allocate tasks and ensure satisfactory completion to acceptable standards.

- To make out requisitions and ensure the availability of materials and equipment or spare parts for routine and/or emergency works. Be able to identify, assess and pre-plan spare parts requirements for work in hand, including stock control, sourcing and ordering of parts and services.
- To carry out inspections, preventative maintenance and repair on a wide range of vehicles and plants including electrical, pneumatic and hydraulic equipment at the workshop, Station or at incidents or roadside if necessary.
- Use modern techniques and equipment as necessary, including computer based diagnostic equipment.
- Be able to quickly and effectively diagnose repairs and maintenance needs, and prioritise workload as necessary.
- Participate in collection, delivery and recovery of vehicles and equipment as required.
- Ensure accurate work and time records are maintained, using both paper and computer based systems.
- Ensure that high quality standards are maintained in a timely manner.
- Maintain the workshop and equipment in safe, clean and tidy order.
- Maintain occupational competence and attend relevant courses, seminars, etc, both locally and abroad as and when required.
- Carry out any relevant training in relation to the operation of specialised Fire Service equipment for the purposes of assisting operations or repair and maintenance duties.
- To maintain the structure of the GFRS properties including minor repairs to or replacement of tiles, guttering, windows, glazing, doors, gates and garage doors and the painting of the interior and exterior of the GFRS properties.
- To replace light bulbs and fluorescent or LED lights, and fix leaking pipework and minor blockages.
- To deliver and collect GFRS personnel, equipment, vehicles and trailers to and from any emergency or non-emergency incident.
- To assist the GFRS Stores Officer in the collection of stores and equipment and the issue of stores.

- To attend to work whenever a recall of personnel is initiated due to any operational requirements of the service.
- To ensure that any uniform provided is worn neatly at all times and is maintained clean and tidy.
- To adhere and ensure that personnel within the Mechanics Section also adhere to all GFRS Health & Safety instructions and take all reasonable care and precautions so as not to endanger themselves or others. To report to the Deputy Chief Fire Officer any dangerous situation in the workplace or any shortcomings in Health & Safety arrangements which he may perceive.
- To carry out any other duties appropriate to the post as required by the Chief Fire Officer or his representative.

**PERSON SPECIFICATION – HEAD MECHANIC – GIBRALTAR FIRE & RESCUE SERVICE**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications:</b>	<p>Applicants must be in possession of:</p> <p>a) A recognised indentured apprenticeship and an aggregate of five years' experience in the relevant field,</p> <p>or</p> <p>b) An NVQ Level 3 in the relevant field.</p>	
<b>Knowledge &amp; Experience:</b>	<p>Must be computer literate and demonstrate ability to use a keyboard proficiently.</p> <p>At least 3 years' experience in a busy heavy vehicles and plant workshop.</p> <p>Possess general engineering ability of a high standard.</p> <p>Experience of working effectively under pressure where tasks are time critical.</p> <p>Knowledge of pneumatic and hydraulic systems.</p> <p>Knowledge of vehicle electrics, fault finding and rectification.</p> <p>Good awareness of Health &amp; Safety at work issues.</p>	<p>Computer literacy in dealing with standard MS Office programmes, including knowledge of MS Access Database systems.</p> <p>Experience on computerised diagnostic equipment.</p> <p>Mixed fleet experience in light and heavy vehicles.</p> <p>Experience in dealing with specialist or emergency vehicles and fixed/portable pumps.</p> <p>Experience of working as part of an integrated team.</p>
<b>Key Skills and Behaviours:</b>	<p>Have good communication skills, both verbal and written in both English and Spanish.</p> <p>Clear, accurate and concise report writing.</p>	<p>Ability to weld and carry out minor vehicle bodywork repairs and alterations.</p>

<p><b>Key Skills and Behaviours cont'd:</b></p>	<p>Have good analytical skills, be able to take sound decisions and have sound judgement.</p> <p>Ability to approach a wide range of problems, respond positively to change, and develop creative and innovative solutions.</p> <p>Have good supervision and organisational skills.</p> <p>Able to work well in a team environment, on own initiative and without close supervision.</p> <p>Be professional and have a respectful manner at all times.</p> <p>Able to follow clearly defined work procedures and instructions.</p> <p>Willingness to take on responsibility and be discreet when dealing with confidential information.</p> <p>Possess logical thought of action.</p> <p>Able to maintain a confident, controlled and focused attitude when dealing with emergency calls or tasks.</p> <p>Ability to plan, prioritise tasks, supervise and work effectively, often under pressure.</p> <p>Able to work methodically, accurately and with attention to detail.</p> <p>Be able to demonstrate authority whilst effectively managing conflict situations.</p>	
<p><b>Other Requirements:</b></p>	<p>Take part in an on-call roster as required, for which an allowance will be paid.</p>	<p>Clean driving license.</p>

Other cont'd:	Requirements	<p>Able to work on occasions beyond normal working hours as required or dependent on urgency of task to be completed.</p> <p>Willingness to learn and undertake further training as required.</p> <p>Be in possession of a valid "B" class driving licence.</p> <p>Be in possession of a C1 and C1E driving licence, or be prepared to attain such licence during the probationary year.</p> <p>Obtain the RYA National Powerboat Certificate Level 2 (Coxswain) within the probationary year.</p> <p>The duties will involve a certain amount of lifting and carrying.</p> <p>To undertake the above and any other duty commensurate with the post which may reasonably be required by the Chief Fire Officer or his representative.</p>	
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