



**Staff Notice 376  
29 November 2018**

## **Engineering Vacancies**

Oxford Bus Company are looking for a number of motivated and skilled **Mechanical Engineers** to work within our Engineering team. The jobs involve inspection and quality repair work to our fleet of company vehicles and ensuring that this is done to Company and Department of Transport standards.

The successful applicant must be able to work unsupervised to company and DVSA standards and have experience of working with PCV or HGVs. A City and Guilds, Level 3/NVQ Level 3 Mechanical Engineering, or equivalent, is essential as is a full manual driving licence.

You will be required to working 37 hours per week. The ideal candidate will have an ability to stay calm under pressure, to prioritise workload and to work to a high degree of accuracy unsupervised. You must be good team player and be able to communicate appropriately at all levels.

We have the following opportunities with our Engineering Team:

- 1 x Night Shift Engineer (any 4 nights of 7) - £21.79 per hour
- 2 x Day Shift Engineers (Mon to Fri, 07:00 – 15:00) – £16.51 per hour

For a full job description and application form, please email [jobs@oxfordbus.co.uk](mailto:jobs@oxfordbus.co.uk) or ring (01865) 785414. Completed forms should be returned to the Admin Office, Oxford Bus Company, Cowley House, Watlington Road, Oxford OX4 6GA or to [jobs@oxfordbus.co.uk](mailto:jobs@oxfordbus.co.uk).

Do you know someone who would be perfect for this job? Don't forget our **Refer a Friend** scheme, details of which can be found at <https://oxfordbus.hapibenefits.com/> or from Hayley Mallett in the Admin Office.

These roles will be advertised simultaneously internally and externally.

**Closing date for applications is 13<sup>th</sup> December 2018**

**We are an equal opportunities employer and welcome applications from throughout the community.**





## **JOB DESCRIPTION**

<b>Job Title</b>	Mechanical Engineer
<b>Division</b>	Engineering
<b>Reporting to</b>	Engineering Manager/Engineering Shift Manager

### **Job Purpose**

Help deliver excellent customer service by maintaining company vehicles to the standard required by the Company, Department of Transport and VOSA in order to achieve maximum vehicle availability. To be responsible for working in a safe manner as stated in current legislation and company policies and procedures, at all times.

### **DUTIES AND RESPONSIBILITIES:**

1. The inspection, diagnosis, maintenance and repair of all company vehicles including buses, vans and coaches
2. Work effectively unsupervised and often with only an outline brief, using specialist or practical skills to complete a timely solution
3. Receive, handle safely, store or deploy materials appropriate to the task being undertaken
4. Diagnose vehicle faults, using the relevant diagnostic equipment
5. Road test Company vehicles (licence permitting)
6. Supply own hand tools and take responsibility for specialist tools, materials etc that are used and observe a duty of care for all other items within the department
7. Ensure that all appropriate documentation and records are maintained accurately in order to satisfy the requirements of the Department of Transport and Company policies and procedures
8. Provide reports in relation to work and equipment as required
9. Keep abreast of technical developments through training and be willing to undertake continued professional development with regards to technical & personal skills
10. Ensure that all work is carried out in accordance with the Company's risk assessment practices and Health & Safety Policy requirements.
11. At all times be an ambassador of Oxford Bus Company and bus use in general

12. Operate in line with the Company vision and values and encourage others to do the same

13. Undertake any other duties and responsibilities of a similar nature or level of responsibility which may be allocated from time to time

**The above duties and responsibilities must be carried out in compliance with the Company's Equal Opportunities, Diversity, Inclusion and Dignity at work Policy, the Health and Safety Policy and will all other Company Policies currently in force at Oxford Bus Company.**

The role will involve working with onsite colleagues, customers, and contractors. This job description sets out the main duties of the post; however the list is not exhaustive.

Duties may vary from time to time as a result of new legislation, changes in technology or policy. In this event, appropriate training will be provided.

**Economic conditions**

Hourly rate for nights is £21.79, working a 37-hour week, over 4 nights with some flexibility as necessary. Hourly rate for days is £16.51, working 07:00 – 15:00, Monday to Friday. Free bus travel, contributory pension, 25 days holiday plus 8 public holidays per annum (pro-rata according to the shift), lifestyle benefits, and employee assistance programme

**Benefits:**

The post attracts benefits of free travel, loyalty bonus, contributory pension, childcare vouchers scheme, lifestyle discount scheme, employee assistance programme and share save scheme.

**Promotion Prospects:**

Oxford Bus Company actively encourages development from within the Company.

**Company Content:**

Oxford Bus Company is part of the Go-Ahead Group plc, one of the major public transport operators in the country. Oxford Bus Company has a total workforce of almost 600 employees and operates 185 buses over routes in and around Oxford. Our Express coaches serve London, Heathrow and Gatwick 24 hours a day.

**We are an equal opportunities employer and welcome applications from throughout the community.**

I have read and understood the content of the my job description and person specification

Name ..... Date .....



## Mechanical Engineer - Person Specification

Attributes	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> <li>• City and Guilds, Level 3 NVQ or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to undertake further training to enhance the job role</li> </ul>
Specialist Knowledge & Skills	<ul style="list-style-type: none"> <li>• Knowledge and previous experience of vehicle bodywork repairs and maintenance procedures, ideally on HGV, PCV or Buses</li> <li>• Awareness and understanding of risk assessment, Health and Safety practices and Department of Transport standards</li> <li>• Knowledge of manual handling regulations</li> <li>• Computer literate with working knowledge of relevant packages</li> <li>• Analysing and fault finding</li> </ul>	<ul style="list-style-type: none"> <li>• Bus body work</li> <li>• Basic vehicle electrics</li> <li>• Relevant knowledge of all types of vehicle operated by the Company</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• PCV experience, or experience in a similar environment</li> </ul>	
Interpersonal & Communication Skills	<ul style="list-style-type: none"> <li>• Proven ability to undertake physical and dexterous work</li> <li>• Proven ability to communicate effectively, orally and in written form with individuals and groups at all levels</li> <li>• Proven ability to work unsupervised and alongside others, completing tasks in an economical, effective, safe and efficient manner</li> <li>• Proven ability to contribute positively as an effective member of the team</li> <li>• Dependable, flexible, reliable, self -motivated</li> <li>• Able to plan and prioritise</li> <li>• Able to keep calm under pressure</li> </ul>	
Additional Requirements	<ul style="list-style-type: none"> <li>• Full manual driving licence</li> <li>• Own hand tools (specialised tools/equipment provided)</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to gain a PCV licence</li> </ul>