# TERMS & CONDITIONS

Job Title: HGV Mechanic

You will be based at Fire and Rescue Service Headquarters, Birkenshaw, BD11 2DY or in any post appropriate to your grade at such other place of employment in the Authority's service as may be required.

**Salary** is Grade 7: £34,723 to £37,261 per annum full time equivalent rising to by 3 annual increments plus standby payments.

Salaries paid 4 weekly by credit transfer to bank or building society.

**Hours** – 37 per week,

Standard full-time hours are 37, Monday – Friday, average 7.24 hours. Workshop hours are 0730 to 1630, but flexi scheme in operation with core hours 10 until 12, 2 until 4; start time 0730 -1000, finish 1600 – 1800 hours. Allows to accrue time, take flexi time off maximum 2 days per 4-week period.

**Standby Scheme** - If required by the Authority, it will be necessary for the postholder to participate in the section’s out of hours standby rota following successful completion of the 6-month probationary period. This will involve being on-call with a response from a home location within 1 hour to any location in the West Yorkshire Brigade region. However, this is subject to a place being available on the standby rota.

Currently the out of hours standby scheme attracts £2.87 for each hour you are on call and enhanced over-time for any callouts attended. Enhanced over-time is paid at enhanced overtime or toil, at time and half for Monday to Saturday with double time on Sundays, with a minimum callout payment of 2 hours. Currently the scheme is operating a rota of one week in every six weeks (to be confirmed), however this is subject to change and dependent on the number of standby scheme participants.

Leave entitlement, if working 5 days per week the full years entitlement will be 25 days rising to 30 - after 5 years’ service - plus any statutory public holidays – Working less than 5 days per week this leave will be pro-rated accordingly.

**Pension:** automatically join Local Government Pension Scheme - unless opt out, further information will be given with contract of employment.

**Probation Period** - the position is subject to a 6-month probationary period, this is time to settle in and establish suitability for the post. We obtain reports from Line manager after 3 months and again after 51/2 months. If any problems are identified, guidance will be given. Probation may be extended. However, if problems cannot be resolved, we reserve the right to terminate the contract. After the end of the probationary period appointment will be confirmed and then subject to normal ongoing capability monitoring.

**Training** - We operate an appraisal process on a yearly basis, which includes a chance to discuss any training and development needs. Training includes training in Equalities & Diversity within the first three months of service, and also training in manual handling, working safely and optional first aid training. We invest in our staff and provide both bespoke in-house and external training including LGV driver training, specialist manufacturer courses such as Volvo and Scania, aerial appliance repair, welding, fabrication and Webber rescue equipment. In addition, we provide personal development through accredited bodies such as the Chartered Management Institute (CMI) and Institute of the Motor Industry (IMI).

No smoking on any Authority premises and vehicles.

Free onsite parking.

**Benefits:** there are sports and social facilities available such as gym/fitness equipment at HQ and most stations; various social sections such as a walking section, scuba diving section; discounts on things such as annual travel insurance.

We offer an excellent package, excellent training and development including LGV driver training, 37-hour flexible working week, local government pension scheme, free parking, Sports and Social Club with free use of gym, with all clothing and personal protective equipment and tools provided.

**Pension Miscellaneous** - please note, if you have been employed as an Operational Firefighter, and retired on or after 1st July 2013, and are in receipt of a Firefighter’s pension, your pension may be abated if you are appointed. Abatement will occur if your pension plus your new salary adds up to more than your previous salary upon retirement. Operational Firefighters who retired prior to the above date may be protected. You may also be affected by HMRC rules and should check with the HMRC to see if this applies to you.

**Pre-Employment checks** - During the recruitment process, in line with present Authority policy, it will be necessary for applicant/s that are offered a post to undergo a medical assessment including a drugs test. The medical questionnaire will only need to be completed and sent to the Occupational Health & Safety department once the successful candidate has been given a conditional offer.

The post requires a full valid driving licence. You will be required to give permission for this Authority to check your driving licence entitlement and any restrictions. You should note that this may have a bearing on your application.

The post is subject to receipt of satisfactory references, Standard Disclosure and Barring check, full medical screening, and completion of Baseline Personnel Security Standard checks.