



Job Vacancy Information Pack

Post: Mechanic

Job Reference: EX385 (please quote on application form)

This pack contains all the information you need to know when applying for a vacancy at Yorkshire Wildlife Park, included in the sections below:

1. Important Information
 - Useful information about the recruitment process, equal opportunities, company & departmental information.
2. How to apply
 - Accepted methods of application and how to submit.
3. Application form
 - Yorkshire Wildlife Park encourages green practices. Please reduce your ecological footprint by completing the form electronically and returning via email.
4. Job Description
 - A breakdown of the vacancy and what is expected from the successful applicant.
5. Job and Person Specification
 - A list of essential and desirable criteria for the post.

Important Information

The Organisation

Thank you for your interest in our advertised vacancy. Since its opening in 2009, Yorkshire Wildlife Park has evolved to become the UK's number 1 on-foot safari. We feature walkthrough exhibits that take the guest directly into the world of the animals. A dynamic centre for conservation and welfare, the park currently has around 400 animals across 70 different species. We aim to provide a quality, value for money experience that excites and inspires our guests.

Equal Opportunities

Yorkshire Wildlife Park is committed to equal opportunities in all aspects of recruitment and employment.

Job descriptions and person specifications define the qualification, experience and other skills required for the post and will only include those factors which are necessary and justifiable on objective criteria for the satisfactory performance of the job.



As part of our commitment to equal opportunities we are monitoring job applications for equality purposes. To help us in our endeavours we ask you to complete an equal opportunities monitoring form at the end of the job application form. The equal opportunities monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

Yorkshire Wildlife Park's Mission Statement

To create a dynamic, interactive experience and regional centre of excellence for the conservation of biodiversity globally and locally that is sustainable both for the environment and the business. To promote a wider understanding of the natural world and inspire generations to support and protect the world around them.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the vacancy.

An application form allows us to compare individuals based on the same criteria and as such we do not accept a CV unless it is accompanied by a fully completed application form.

Shortlisting

To ensure that the people we employ are matched to the role and our business aims we operate a robust shortlisting procedure which involves a two-stage interview process. Candidates should ensure before they apply for a position with YWP, that as a minimum they meet the essential criteria outlined in the person specification and are available to attend interviews on the dates outlined on the job specification.

Due to the volume of applications we receive, it is our policy not to inform candidates who have not been shortlisted to interview stage. If you do not hear from us within one month of the closing date, we will have decided not to take your application any further.

Pre- employment Checks

All offers of employment are made subject to the following criteria:

Proof of eligibility to work in the UK and two satisfactory references.



How to Apply

All applicants are required to fully complete the YWP application form in order to be considered for any vacancy. You should refer to the person specification when completing Section 5 of the application form as this is the criteria we use to measure you against.

Complete application forms should be returned to the HR Department by midnight of the closing date specified. Late applications will not be accepted under any circumstance.

Yorkshire Wildlife Park promotes green practices, please support us in our endeavours by completing the application form electronically and returning via email.

A CV can be used as a supportive document to the application form but cannot be used to replace any part of the application form. Applicants who have used their CV to replace parts of the application form will have their application rejected.

Complete application forms should be returned to the HR Department via email:

recruitment@yorkshirewildlifepark.com

Application Form

The YWP application form is available to download from the vacancies page of our website in pdf and word format.



Job Description

Job Title: Mechanic
Reporting to: Operations Director
Department: Maintenance

Primary Responsibilities

To complete repairs, inspections, diagnostics and installation of a variety of vehicles and machinery parts. Maintain a database for the management of works and for auditing purposes. Liaise with a number of key stakeholders to ensure the appropriate mechanical maintenance of on-site equipment.

Key Work Objectives

- Liaise with key stakeholders to identify vehicle and machinery issues, formulate appropriate solutions.
- Conduct regular inspections and audits on vehicles and machinery, carry out works where necessary.
- Complete diagnostic tests on mechanical and electrical systems.
- Order parts and maintain a stock database as required.
- Clean and paint machinery parts as required.
- Maintain accurate records of machinery and vehicles, including maintenance, inspection, MOT and repair services performed.

General

- Ensure the highest levels of professionalism, service and personal appearance at all times.
- To be responsible, along with other staff members, for compliance with health and safety regulations for staff and visitors.
- Undertake any other reasonable duties which may be requested of you.



Job Specification

Job Title:	Mechanic
Reporting to:	Operations Director
Working Hours:	Basic of 40 hours per week as scheduled by Yorkshire Wildlife Park. Monday to Friday with ad-hoc weekend work as required by the business.
Salary:	Negotiable dependent on experience
Contract:	Permanent (subject to the successful completion of a probationary period)
Purpose of role:	To provide a daily, on-site mechanical service.

Main Duties & Responsibilities:

- Maintain a database for the management of works and for auditing purposes.
- Liaise with a number of key stakeholders to ensure the appropriate mechanical maintenance of on-site equipment.
- To complete repairs, inspections, diagnostics and installation to a variety of vehicles and machinery parts.

Candidate:

- Self-starter with the ability to work on own initiative.
- Excellent interpersonal skills.
- Flexible approach with the ability to multi-task.
- Confident and competent in maintaining paper and electronic databases.
- Methodical approach to work tasks centric to health and safety principles.

Start Date: As soon as possible

Closing date for applications: Sunday 21st November

Interviews: Dates to be confirmed



Person Specification

Job Title: Mechanic

Assessment Criteria	Essential (E) Desirable (D)
Experience	
Agricultural vehicle repairs	E
Maintenance and servicing of workshop machinery	E
Maintenance and servicing of plant machinery	E
Working with high pressure hydraulic systems	E
Servicing and repairs of a wide variety of vehicles	E
Diagnosis and repair of faults	E
Skills/ Abilities	
Ability to work with auto electrics	E
Ability to work successfully with petrol, diesel and electric engine types	E
Excellent time management and organisational skills	E
Ability to undertake physically demanding work in all weather conditions	E
Good communication skills with the ability to regularly communicate effectively with customers	E
Problem solving skills	E
Team worker	E
Demonstrable commitment and enthusiasm	E
Ability to work on own initiative	E
Development and maintenance of electronic databases	D
Sourcing and pricing of parts	E
Forecasting total costs of repairs	E
Knowledge	
Service and maintenance of a diverse range of engine types	E
COSHH awareness	D
Health and safety procedures and practices	E
Competent with the usage of Microsoft Office, particularly Excel, Word and Outlook	D
Up to date knowledge of vehicle technologies	E
Qualifications	
Level 3 NVQ Diploma in Vehicle Maintenance and Repair	E