

Grading

Job Description and Employee Specification

<u>Job title:</u> Fleet Maintenance Technician (Mechanic)	<u>Service area:</u> Development and Assets
<u>Post number:</u>	<u>Division:</u> Communities
<u>Grade:</u> 6	<u>Section/team:</u> Fleet
<u>Overall purpose of job:</u> To inspect, maintain, diagnose & repair faults on council vehicles, plant, machinery and equipment. To carry out M.O.T. testing both on the Council's fleet and on privately owned vehicles. To inspect, maintain, diagnose & repair faults on customers vehicles, plant, machinery and equipment	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> 1. Carry out scheduled services and necessary repairs on the Council's fleet of vehicles and equipment. 2. In consultation with the Fleet Workshop Manager, order spare parts to ensure the most cost-effective method of repair. 3. Deputise for a Fleet Workshop Manager as and when required to ensure the smooth running of the service. 4. Report and investigate persistent technical problems noted in repair work and assist in their solutions. 5. Ensure that vehicle downtime is kept to a minimum and that repair standards are met. 6. In co-operation with management, maintain the health & safety standards within the workshop and comply with statutory requirements. 7. Maintain workshop cleanliness and dispose of materials in accordance with the Council's environmental policies. 8. Liaise with the Fleet Workshop Manager and customers regarding vehicle availability before and after repair. 9. Complete job cards, inspection reports and associated documentation in an accurate and timely manner complying with any statutory requirements	

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10. Be aware of the operating requirements of the M.O.T. station and assist in the operation of the booking system.
11. Carry out M.O.T. tests and issue certificates.
12. Road test vehicles as necessary.
13. Participation in winter service standby rota – recovery/repair (voluntary basis).

Knowledge, skills and experience:

- City & Guilds in Motor Vehicle Technology (level 2) or NVQ equivalent in Motor Vehicle Technology (or equivalent qualification) or proven experience of vehicle repair and maintenance of commercial vehicles.
- The ability to accurately diagnose the cause of a wide range of vehicle faults
- Knowledge of hydraulic/pneumatic systems on vehicles (electrical and electronic).
- Current driving licence for vehicles up to 3500 Kg gross vehicle weight.
- To hold or willingness and commitment to achieve nominated tester status within 12 months.
- To hold or willingness and commitment to gain vocational driving licence (category C) within 12 months.
- To hold or willingness and commitment to obtain IRTEC Certificate in vehicle inspection.
- To Hold or willingness and commitment to obtain IMI Level 2/3 In Electric / Hybrid Vehicle repair Replacement.
- Holds a full UK driving licence.
- Ability to carry out heavy lifting, working at height/confined spaces, sometimes in awkward positions, including kneeling/stooping.
- Ability to work on own initiative or as part of a team.
- A proactive, determined & thorough approach to problem solving.
- Good communication & interpersonal skills.
- Ability to operate handheld devices (e.g. iPad).
- Basic IT Skills

Creativity and innovation:

- Interpret a layperson's description of a fault to enable correct diagnosis and repair.
- Identify the most efficient and cost-effective repair method for a wide range of vehicles and equipment.
- Design and manufacture modifications for various applications e.g. bracketry.

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Contacts and relationships:

- The public regarding M.O.T. tests – daily.
- Taxi owners/drivers regarding vehicle inspections – twice weekly.
- Vehicle users regarding repairs – daily.
- Line manager – regarding work allocation/HR Issues – daily.

Decision making:

- Whether or not to refer work to the Fleet Workshop Manager.
- Decide whether vehicles will remain safe, legal, & roadworthy until the next planned inspection.
- Decide whether or not to issue an MOT pass or fail certificate to a vehicle.
- Decide whether or not a taxi passes or fails roadworthiness inspection.
- Decide whether or not an external school transport vehicle passes or fails its test.
- Decide whether or not vehicles pass or fail their engineer's report.
- Decide whether or not a vehicle will pass external plate test (MOT).
- Decide which parts are required to ensure a safe, compliant and cost-effective repair.

Responsibility for resources:

- M.O.T. (card payments only) - £250 per day (shared with other Fleet Maintenance Technicians).
- Tools worth £2500 (sole responsibility).
- Equipment worth £200,000 (shared with 14 others).
- Vehicles whilst under road test or collection or delivery.

WORK ENVIRONMENT

Work demands:

- Routine servicing can be interrupted by unplanned breakdowns.
- A Fleet Maintenance Technician may arrive at work to continue a repair which a Technician on the previous shift has started and this may include having to reassemble a stripped down component.
- M.O.T. and other tests have to adhere to strict deadlines.
- Working to deadlines, servicing vehicles, preparing vehicles for pre booked tests.

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- Climbing in and out of large vehicles.
- Gaining access to vehicles under repair.
- Driving a variety of vehicles.
- Daily access to areas of vehicle under repair including walking under vehicles, climbing onto and on occasion inside vehicle bodies.
- Very heavy lifting in awkward postures is necessary.
- Frequent substantial effort often in awkward postures.
- Working at height (moveable steps)

Working conditions:

- Majority of work is done in a workshop. Frequent noise (some at high levels) and fumes from machinery and engines.
- Outside work is necessary in all-weather conditions. Working adjacent to / or on the highway.
- Working in other operational sites, depots, waste transfer stations, etc.

Work context:

- Operation of high-risk tools and machinery.
- Working in confined spaces.
- Working in refuse collection vehicle bodies.
- Repairing vehicles on busy roadside.
- Working underneath a vehicle whilst another Technician works on top of it.
- Working at height.
- Shift working.
- Lone working when on call out duties.

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Position in organisation:

Indicate how many staff the post is directly accountable for:

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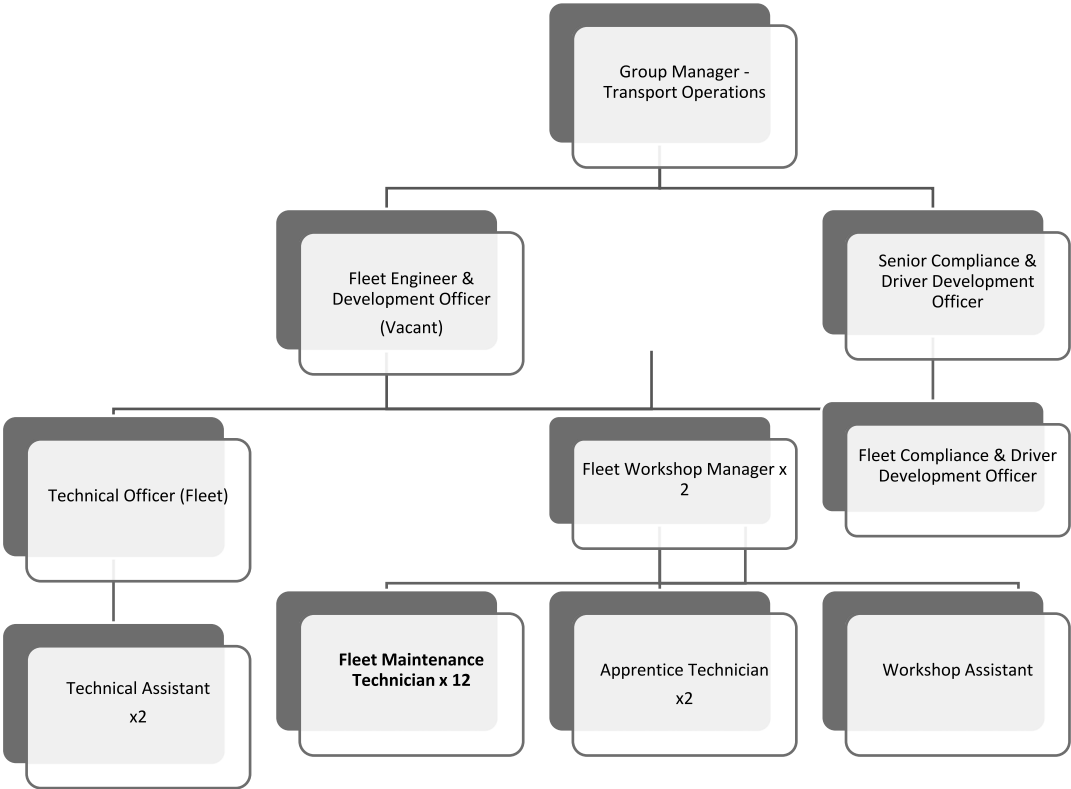
Are posts in more than one location? Yes ☐ No ☐

Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?
Yes ☐ No ☐

Please indicate which post(s)

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.



Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• City & Guilds in Motor Vehicle Technology (level 2) or NVQ equivalent in Motor Vehicle Technology (or equivalent qualification) or proven experience of vehicle repair and maintenance of commercial vehicles. • Holds a full UK driving licence.	
Knowledge, Skills and Experience	Interview
• Good communication & interpersonal skills. • Ability to operate handheld devices (eg ipad). • Basic IT skills • Ability to accurately diagnose the cause of a wide range of vehicle faults • Knowledge of hydraulic/pneumatic systems on vehicles (electrical and electronic). • Ability to carry out heavy lifting, working at height/confined spaces, sometimes in awkward positions, including kneeling/stooping. • A proactive, determined and thorough approach to problem solving. • Ability to work on own initiative or as part of a team.	
Education, Training and Qualifications	Application form (follow up at interview)
• City & Guilds in Motor Vehicle Technology (level 2) or NVQ equivalent in Motor Vehicle Technology (or equivalent qualification) or proven experience of vehicle repair and maintenance of commercial vehicles. • Current driving licence for vehicles up to 3500kg gross vehicle weight. • To hold or willingness and commitment to achieve nominated tester status within 12 months. • To hold or willingness and commitment to gain vocational driving licence (category C) within 12 months. • To hold or willingness and commitment to obtain IRTEC Certificate in vehicle inspection. • To hold or willingness and commitment to obtain IMI Level 2/3 In Electric / Hybrid Vehicle repair • Holds a full UK driving licence.	
Working Arrangements	Interview
• Must be flexible towards working arrangements. • Rolling shifts are worked covering the hours of 6:00 until 21:00 but staff may be required to change shift at relatively short notice to meet demand • Ability to participate in a standby rota and to be called out in an emergency.	

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DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
•	
Knowledge, Skills and Experience	Interview
•	
Education, Training and Qualifications	Original documents
•	
Working Arrangements	Interview
•	

THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes ☐	No ☒
Political restriction	
Yes ☐	No ☒
The ability to speak fluent English under the Immigration Act 2016	
Yes ☒	No ☐

• Version Control	
Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021