



Job Description & Person Specification

Job Title:	Vehicle Technician	Job Reference:	50360669 50360693
Service:	Environmental Service		
Location:	Portway Depot (Andover)	Grade:	7
Reports to:	Vehicle Workshop Controller		
Date:	July 2019		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
<p>Working with minimum supervision, to undertake the repair and maintenance of the Council's fleet of vehicles and plant, ensuring that the service schedules are met and the fleet is maintained to an appropriate standard.</p> <p>The post holder will be expected to supply and use a comprehensive tool kit which will be kept in good condition and updated as required.</p>			
Main responsibilities and duties			
<ol style="list-style-type: none">1. To carry out vehicle servicing and repairs to ensure that vehicles meet legal requirements of roadworthiness and operate effectively, and to make and be accountable for proper decisions based on knowledge and experience.2. To carry out routine and ad-hoc maintenance to a range of equipment and plant to ensure that the respective operations that rely on them are delivered effectively and efficiently.3. To undertake the necessary work to ensure vehicles pass the Vehicle and Operator Services Agency (VOSA) MOT and LGV plating tests.4. To carry out MOT tests in accordance with VOSA standards and maintain knowledge of legislation pertaining to vehicle maintenance.			

5. When required to inspect taxi and private hire vehicles to ensure they are in a roadworthy condition and to advise the Vehicle Workshop Controller of any concerns so that they can be communicated to the Council's Licensing Section.
6. To diagnose and repair damage and faults found, or reported on vehicles, plant and equipment.
7. To use and interpret computer systems in relation to diagnostics, MOT testing, parts identification and gathering technical product information.
8. To collect vehicles and machinery from site when required; to identify and obtain spare parts in consultation with the Vehicle Workshop Controller as required.
9. To use effective communication skills, to train, instruct and advise colleagues, influence peers and provide clear feedback to customers.
10. To complete all necessary paperwork as required to ensure full service history is recorded and work is appropriately recharged.
11. To undertake ongoing product training and regular skill accreditation.

NB The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed

To ensure that service delivery complies with current regulations, accepted professional standards, the Council's policies and procedures and appropriate legislation. This includes legislation on equalities, health and safety and safeguarding children and vulnerable adults.

Supervision and management

No direct reports to this role.

Resources

The postholder will be responsible for:

- keeping and maintaining relevant equipment provided to them/their team in order to fulfil their role/s
- keeping and maintaining a vehicle/s provided to them/their team in order to fulfil their role/s

Contacts and relationships

The post holder may have contact with members of the public, council officers,

councillors and clients.

Working environment

- Mainly workshop based, with requirement to work outside/roadside repair.
- Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise.
- This role will involve handling of chemicals, and contact with unknown substances and materials.
- Contact with the public with risk of challenge or abusive behaviour.
- The post requires a lot of walking, standing, bending and lifting throughout the day.
- Manual Handling: Objects 15kg + (daily requirement)
- Work Environment: *Noise (over 80Db), *work at height, *entry into confined spaces, lone working, outdoor work
- Work Equipment/Machinery: *hand held power tools, *hand fed tools, *moving machinery
- Personal Protective Equipment: head, face, eyes, body, arm, feet, hands
- Driving: *Heavy good vehicle, *4 wheel drive, *all-terrain vehicle, *fork lift truck, *tractor
- Biological Hazards: *moulds/fungi (e.g. mouldy vegetable matter), *human blood and/or human bodily fluids (e.g. first aid), soil, waste
- (Moulds/fungi/human waste/sanitary products etc in the back of refuse vehicle. Soil/animal excrement etc on mowers)
- Chemical Hazards: *toxic (PPE, SOPs and risk assessments)

*As part of the pre-employment checks that are undertaken for this role, you will be asked to complete an Employment Medical Questionnaire. The questionnaire is confidential, and is screened by the Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL / DESIRABLE
Educational and professional qualifications	
A minimum of City and Guilds Mechanics Certificate (NVQ Level 3). MOT Tester Certificate. LGV category C license.	E D D
Knowledge	
An understanding of relevant working practices to the role. Understanding of employees responsibilities in terms of Health & Safety at work. A knowledge of the Test Valley area is desirable.	E E D
Experience	
Experience in vehicle, plant and equipment repair and maintenance, related to a multi-disciplinary operation such as a Local Authority. For example, HGVs, ride on mowers and a range of mechanical plants.	E
Key skills	
An understanding of transport issues and legal requirements pertaining to a vehicle fleet. Ability to work as part of a team. Able to solve problems and work on own initiative. Good communication skills.	E E E E
Personal qualities and behaviours	
A calm and patient disposition. A logical approach to work planning and able to use own initiative. Self-motivated and enthusiastic. Reliable and enjoy working in a busy environment.	E E E E
Other Factors	
This role requires a uniform and appropriate PPE to be worn. Able to work overtime from time to time. Physically demanding job.	

References

It is a condition of employment that two satisfactory references are obtained. The Council reserves the right to approach any of your previous employers for a reference, in writing or by telephone, regardless of whether or not they have been nominated as a referee by you.

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities - This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial - Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.