

Job description

| | |
|---------------------------|---|
| Job title: | Vehicle Maintenance Team Leader (DWP) |
| Grade: | Grade 10 |
| Job evaluation reference: | ES465b |
| Job family: | Transport Policy and Passenger Assistance |

Purpose and impact

1. To ensure that a suitable provision is made for the maintenance, repair and modification of DWP vehicles and plant in order to maximise availability.
2. Duties attached to this post include those contained in the job description of Vehicle Technician, extended to include the additional responsibilities described here-under. However, the principal task of this post is to oversee a DWP vehicle workshop, supervise the Vehicle Technicians and assist the Fleet and Maintenance Manager and deputise in his/her absence for vehicle maintenance issues.
3. The particular duties and responsibilities attached to this post are difficult to define and may vary from time to time without changing the general character of the post. Some out of hours and weekend work will be required. The postholder may be required to attend to emergencies outside normal work times and may be required to change their normal centre of duty as directed by the Fleet and Maintenance Manager. It will, at times, be necessary to undertake servicing and repair operations "on site" rather than involve the transport of large units to workshop facilities. This inevitably involves working in adverse conditions that may be regarded as normal procedures.
4. Team Leaders are based at a single workshop location but are required to be interchangeable to cover and provide support as required at other workshops across the full DWP area.

Key responsibilities

5. To supervise control and organise the day to day activities of the workforce and to effectively liaise with the Fleet and Maintenance Manager
6. To ensure that all works comply with instructions and specifications laid down by the Fleet and Maintenance Manager.
7. Responsible for forward planning and programming of all maintenance and repair work as requested by the Fleet and Maintenance Manager.
8. Be responsible for supervising the Vehicle Technicians on a day to day basis and provide information as requested by the Fleet and Maintenance Manager.
9. Working alongside the Fleet and Maintenance Manager to analyse overall performance of the workshop; reviewing work practices and schedules and suggesting developments which could reduce costs and improve efficiency.
10. To identify training needs within the workshop and advise accordingly.
11. To effect day to day procedures and distribution of spares and materials for the maintenance requirements, of Technicians.
12. To instruct the workforce on the appropriate tasks relating to the job in hand to ensure that the work is carried out in a safe and proper manner and in full cognisance of Health and Safety requirements.
13. Working with support teams such as HR, H&S to effectively implement and review people processes and procedures including PDRs for Technicians and informal stages of absence management disciplinary and grievance in conjunction with the Fleet and Maintenance Manager



Job description

14. To be responsible for the security of the workshop and to ensure that the workshop is maintained as a safe working environment, is kept clean and tidy at all times, and day to day operations comply with O License and other legal requirements
15. Ensure that all workshop staff comply with Health & Safety working requirements and practices at all times. Assist the Safety & Training Officer and Fleet Compliance Officer to provide any relevant training requirements.
16. To execute maintenance, repairs or other work as specified to the DWP vehicles and plant.
17. To be responsible for the administration of Vehicle Technicians /staff annual and sick leave
18. To ensure that all correct procedures are followed at all times
19. The particular duties attached to this post are difficult to define in detail, but the person employed is appointed with due regard to experience and training in the widest automotive engineering sense and in particular to the ability to work alone and at times unsupervised.
20. Vehicle maintenance provides a service to the partners of the DWP and is dependent on maintaining a good working relationship to secure contracts. It is, therefore, imperative that every effort is made to foster a good liaison with DWP operations supervisors and managers, DCC Highways and other partners and suppliers
21. To supervise and check daily work schedules and maintain accurate records as directed using computer-based specialist software for fleet maintenance and Operator licence compliance.
22. To use as directed any system of communication provided.
23. To pressure wash and clean vehicles and plant, to clean the workshop or other parts of the depot as requested.
24. Deputise for the Fleet and Maintenance Manager when required
25. Depot security- the postholder will be a key holder for gate keys and fuel storage.
26. Any other lesser or comparable duties as required

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

27. Reporting to: Fleet & Maintenance Manager
28. Responsibility for: Supervision and co –ordination of vehicle technicians that may also include apprentice vehicle fitters. The post will be responsible for annual leave arrangements, daily rosters, appraisals, recruitment, performance management, attendance monitoring and reporting and dealing with minor disciplinary issues.

Other factors

The post holder will be responsible for:

| | | |
|--|----------------------|----------------------|
| SAFETY (Prescription spectacles) 1Pair, as necessary | WATERPROOFS 1 Set | GLOVES 1 Pair rubber |
|--|----------------------|----------------------|

Job description

| | | |
|-----------------------------|--|----------------------------|
| SAFETY SHOES/BOOTS 1Pair | OVERALLS 3 Pairs with contract laundering | GLOVES 1 Pair rigger |
| SAFETY GOGGLES 1Pair | BUMP CAP X 1 | CONSPICUITY JACKET* x 1 |

*(must be worn at all times when working at roadside or other hazardous locations)

29. The replacement of protective equipment made necessary by fair wear and tear will be provided, however, misused or lost equipment may have to be replaced at the individual's expense depending on the circumstances of each individual case.
30. Fitters are required to provide a suitable tool kit of good quality in respect of which payment of a tool allowance in accordance with the terms set out in the Statement of Particulars will be made.
31. Special tools and those larger than 30mm (1¼ A.F.) will be provided by the employer
32. Mainly workshop based within a depot however with regular visits to suppliers, other operational workshops and with driving to attend to roadside breakdowns. Some out of hours working will be required to deal with breakdowns that occur outside normal work times. The postholder will be required to participate in shift working if required by the Fleet and Maintenance Manager.
33. On most days there would be some exposure to all weather conditions, traffic
34. conditions, hazards connected to exposure to dirt, dust and noise. May involve handling of chemicals, oil, lubricants and contact with unknown substances and materials in and around refuse vehicles on a frequent basis.
35. It is necessary to undertake work that requires the lifting, positioning, fitting or renewal of heavy units associated with vehicles in the 'Heavy Goods' class. The post requires driving with regular walking, standing, bending and lifting.
36. Workshop sites contain hazards and therefore health and safety risk assessments may be required, and site rules must be adhered to. Attention is drawn to the DWP and County Council's Health and Safety policies - with regard to the legal obligation of employees to comply with all aspects of Health and Safety at work.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

| Qualifications/ training/registrations | |
|--|--|
| Required by law, and/or essential to the performance of the role | |
| 1. | City & Guilds qualification in respect of vehicle maintenance or equivalent |
| 2. | NVQ 3 In motor engineering |
| 3. | National Craftsman's certificate or equivalent |
| 4. | Full driving licence |
| 5. | Computer literate with good ITC skills and experience |
| Experience | |
| 6. | Previous experience using software systems and diagnostic/ testing equipment |
| 7. | Able to demonstrate previous experience of working to a high standard on a diverse range of vehicles |
| 8. | Previous experience of working within a vehicle maintenance workshop environment |
| 9. | Previous experience supervising staff |
| 10. | Previously shown an ability to work within pre-set deadlines |
| Skills, abilities & knowledge | |
| 11. | I.T literate |
| 12. | A thorough knowledge of all vehicle maintenance procedures |
| 13. | A good understanding of H&S procedures in context to vehicle mechanics |
| 14. | Operational knowledge of current construction and use regulations |
| 15. | Good knowledge of VOSA vehicle testing standards |
| 16. | Ability to work to deadlines and deal with conflicting demands |
| 17. | Ability to communicate effectively to work as part of a team whilst demonstrating own initiative. |
| 18. | To work with minimal supervision as appropriate |
| 19. | Demonstrate effective good customer care skills |
| 20. | Able to accurately interpret information within job cards and maintain record as directed electronically or otherwise. |
| 21. | Able to deal with conflicting priorities |
| Behaviours | |
| 22. | Responsibility |
| 23. | Respect |
| 24. | Recognition |
| 25. | One Team: Collaboration |
| Other | |
| 26. | Prepared to work in all weather conditions |

| |
|---|
| 27. Willingness to work out of hours if required and to be able to fulfil the travel requirements of the role |
|---|

| |
|--|
| 28. Must be able to provide suitable tools of good quality |
|--|

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

| Qualifications/ training/registrations | |
|--|--|
| 29. Management or supervisory qualification | |
| 30. HGV licence class C | |
| 31. Auto electrical qualifications | |
| 32. VOSA standard in vehicle inspections | |
| 33. IRTEC certification | |
| Experience | |
| 34. Proven experience of supervising staff | |
| 35. Previous experience of welding and fabrication work | |
| 36. Previous experience of carrying out electrical works in relation to vehicle maintenance. | |
| 37. MOT testing | |
| 38. Carrying out vehicle inspections to DVSA standards. | |
| 39. Experience of working within the waste collection environment | |
| Skills, abilities & knowledge | |
| 40. Able to deputise for Fleet & Maintenance Manager, as necessary. | |
| 41. Ability to work under own initiative | |
| 42. Working with job cards | |
| 43. Completion of timesheets to reflect hours worked against jobs completed | |
| 44. Knowledge of specialist waste/ cleansing vehicles | |
| 45. Knowledge of relevant standards, and techniques in waste management | |

| Approval | | | |
|----------|--------------|------|------------|
| Manager | Simon Walker | Date | 04.09.2019 |

