

# Job description

**Job title:** Vehicle Maintenance Technician

**Grade:** Dorset Council Grade 9

**Job evaluation reference:** ES466b

**Job family:** Transport, Policy and Passenger Assistance

## Purpose and impact

This role ensures the effective maintenance, repair, and modification of fleet vehicles and plant, maximising availability through efficient and compliant working practices aligned with Road Transport and PUWER legislation. The post holder plays a vital role in maintaining Dorset Council's diverse fleet, working across multiple makes and models equipped with specialist equipment. Their expertise ensures timely fault diagnosis and repair, balancing competing deadlines while adapting to changing priorities throughout the day.

With flexibility at its core, this role requires occasional out-of-hours and weekend work, including emergency callouts and the ability to work across different locations as directed. Technicians may also be required to undertake servicing and repairs on-site, often in challenging weather conditions, to minimise vehicle downtime. While primarily workshop-based, they provide essential support across Dorset Council's network, ensuring a responsive and adaptable approach to fleet maintenance.

## Key responsibilities

1. To execute maintenance, repairs or other work specified i.e. servicing, inspections, modifications and MOT preparation, to the Fleet vehicles and plant.
2. To ensure that all vehicle and plant maintenance and repairs are always carried out in a timely manner and always in compliance with the relevant legislation to reduce vehicle downtime and maximize fleet availability.
3. 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.
4. Vehicle maintenance provides a service to the partners of the Fleet Services and is dependent on maintaining a good working relationship to secure contracts.
5. Maintaining accurate paper and electronic records whilst adhering to legislation.
6. To use as directed any systems of communication provided.
7. Work within Health & Safety guidelines.
8. To pressure wash and clean vehicles and plant, to clean the workshop or other parts of the Depot as required.
9. Undertaking all mandatory training as required.
10. To provide support for all areas of the authority to allow service delivery to the people of Dorset.
11. 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

Deputise for the Vehicle Maintenance Team Leader as and when required

## Other factors

12. The post holder will be responsible for:

- SAFETY (Prescription) SPECTACLES 1Pair, as necessary
- SAFETY SHOES/BOOTS 1Pair
- SAFETY GOGGLES 1Pair
- WATERPROOFS 1Set
- OVERALLS 3 Pairs with contract laundering
- BUMP CAP x1
- GLOVES 1 Pair rubber
- GLOVES 1 Pair rigger
- CONSPICUITY JACKET\* x 1
- BUMP CAP X 1

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

13. 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.

14. Technicians 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.

15. Special tools and those larger than 30mm (1¼ A.F.) will be provided by the employer

## Working Environment

16. 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 post holder will be required to participate in shift working if required by the Team Leader or Fleet and Maintenance Manager, and to undertake duty bank holiday cover via a Rota system

17. On most days there would be some exposure to all weather conditions, traffic 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.

## Work Demands

18. 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.

19. All aspects of the role are in a high risk working area and the 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 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

## Contacts & Relationships

20. Working within a close team of Technicians and office administration staff.



21. Communicating with customers – internal and external to supply technical information as requested.

### **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. City & Guilds qualification in respect of vehicle maintenance or equivalent relevant experience	Application form
2. NVQ 3 In motor engineering and/or demonstrable equivalent experience	Application form
3. National Craftsman's certificate or equivalent	Application form
4. Full driving license	Application form
<b>Experience</b>	
5. Computer literate with good ITC skills and experience	Application form
6. Previous experience using software systems and diagnostic/ testing equipment	Application form
7. Able to demonstrate previous experience of working to a high standard on a diverse range of vehicles	Application form
8. Previous experience of working within a vehicle maintenance workshop environment	Application form
9. Previously shown an ability to work within pre-set deadlines	Application form
10. Experience of fault finding, decision making and interpreting relevant legislation	Application form
<b>Knowledge, skills and abilities</b>	
11. Ability to work to deadlines and deal with conflicting demands	Interview Assessment
12. Ability to communicate effectively to work as part of a team whilst demonstrating own initiative.	Interview Assessment
13. To work with minimal supervision as appropriate	Interview Assessment
14. Demonstrate effective good customer care skills	Interview Assessment
15. Able to accurately interpret information within job cards and maintain record as directed electronically or otherwise	Interview Assessment
16. Able to deal with conflicting priorities	Interview Assessment
17. Knowledge of electronic fleet management systems	Interview Assessment
18. Working with job cards	Interview Assessment
19. Completion of timesheets to reflect hours worked against jobs completed	Interview Assessment
<b>Our values</b>	
20. Respect	Interview Assessment



21. Together	Interview Assessment
22. Accountability	Interview Assessment
23. Openness	Interview Assessment
24. Curiosity	Interview Assessment
<b>Other</b>	
25. To work in all weather conditions	Application form
26. Willingness to work out of hours if required	Application form
27. To be able to fulfil the travel requirements of the role	Application form
28. Must be able to provide suitable tools of good quality	Application form

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
29. HGV License class C	Application form
30. Auto Electrician qualifications	Application form
31. VOSA standard in vehicle inspections	Application form
32. IRTEC certification	Application form
<b>Experience</b>	
33. Previous experience of welding and fabrication work	Application form
34. Experience of electronic technical data and diagnostic systems, i.e. Auto data/Texa / Tech tool, Snap-On	Application form
35. Previous experience of carrying out electrical works in relation to vehicle maintenance	Application form
36. MOT testing	Application form
37. Carrying out vehicle inspection to IRTEC/DVSA standards	Application form
38. Experience of working within the Waste collection environment	Application form
<b>39. Knowledge, skills and abilities</b>	
40. Able to cover for Vehicle Maintenance Team Leader as necessary	Interview Assessment
41. Knowledge of electronic fleet management systems	Interview Assessment
42. Knowledge of welding practices	Interview Assessment
43. Knowledge of specialist waste/cleansing vehicles	Interview Assessment
44. Knowledge of relevant standards, and techniques in waste management	Interview Assessment

## Approval

Manager's job title:

Date: February 2025



**Dorset**  
Council

