

Job description

Job title: Vehicle Maintenance Technician
Grade: Grade 9
Job evaluation reference: ES466b
Job family: Transport, Policy and Passenger Assistance

Purpose and impact

1. To ensure the suitable provision of maintenance, repair and modification of fleet vehicles and plant in order to maximise availability through effective and efficient working practices that comply with Road transport and P.UWER legislation
2. To maintain the authority's diverse fleet, made up of many different makes and models of vehicles fitted with various types of specialist equipment. This involves carrying out all scheduled and unscheduled repairs, from diagnosing faults through to completing repairs which require being carried out competently first time, whilst also dealing with conflicting deadlines. The role requires flexibility as priorities change continuously throughout the working day.
3. Some out of hours and weekend work will be required. The post holder may be required to attend to emergencies outside normal working hours and may be required to change their normal centre of duty as directed by the Fleet & Maintenance Manager. It will at times be necessary to undertake servicing and repair operations "on site" rather than involve the transporting of large units to the workshop facilities. This inevitably involves working in adverse weather conditions that may be regarded as normal procedures.
4. Technicians are generally 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 Dorset Council area.

Key responsibilities

5. To execute maintenance, repairs or other work specified i.e. servicing, inspections, modifications and MOT preparation, to the Fleet vehicles and plant.
6. 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.
7. 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.
8. 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.
9. Maintaining accurate paper and electronic records whilst adhering to legislation.
10. To use as directed any systems of communication provided.
11. Work within Health & Safety guidelines.
12. To pressure wash and clean vehicles and plant, to clean the workshop or other parts of the Depot as required.
13. Undertaking all mandatory training as required.
14. To provide support for all areas of the authority to allow service delivery to the people of Dorset.
15. 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

Resources

16. The post holder will be responsible for:
- a) SAFETY (Prescription) SPECTACLES 1Pair, as necessary
 - b) SAFETY SHOES/BOOTS 1Pair
 - c) SAFETY GOGGLES 1Pair
 - d) WATERPROOFS 1Set
 - e) OVERALLS 3 Pairs with contract laundering
 - f) BUMP CAP x1
 - g) GLOVES 1 Pair rubber
 - h) GLOVES 1 Pair rigger
 - i) CONSPICUITY JACKET* x 1
 - j) BUMP CAP X 1

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

17. 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.
18. 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.
19. Special tools and those larger than 30mm (1¼ A.F.) will be provided by the employer

Working Environment

20. 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
21. 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

22. 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.



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

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

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.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. City & Guilds qualification in respect of vehicle maintenance or equivalent	Application form
2. NVQ 3 In motor engineering	Application form
3. National Craftsman's certificate or equivalent	Application form
4. Full driving licence	Application form
5. Computer literate with good ITC skills and experience	Application form
Experience	
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
Knowledge	
11. Knowledge of electronic fleet management systems	Application form Interview Assessment
Skills and abilities	
12. I.T literate	Interview Assessment
13. Ability to work to deadlines and deal with conflicting demands	Interview Assessment
14. Ability to communicate effectively to work as part of a team whilst demonstrating own initiative.	Interview Assessment
15. To work with minimal supervision as appropriate	Interview Assessment
16. Demonstrate effective good customer care skills	Interview Assessment



17. Able to accurately interpret information within job cards and maintain record as directed electronically or otherwise.	Interview Assessment
18. Able to deal with conflicting priorities	Interview Assessment
19. Working with job cards	Interview Assessment
20. Completion of timesheets to reflect hours worked against jobs completed	Interview Assessment
Our values	
21. Respect	Interview Assessment
22. Together	Interview Assessment
23. Accountability	Interview Assessment
24. Openness	Interview Assessment
25. Curiosity	Interview Assessment
Other	
26. Prepared to work in all weather conditions	Application form
27. Willingness to work out of hours if required	Application form
28. To be able to fulfil the travel requirements of the role	Application form
29. 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.

Qualifications, training or registrations	Assessed through:
30. HGV License class C	Application form
31. Auto Electrician qualifications	Application form
32. VOSA standard in vehicle inspections	Application form
33. IRTEC Certification	Application form
Experience	
34. Previous experience of welding and fabrication work	Application form
35. Experience of electronic technical data and diagnostic systems, i.e. Auto data/Texa / Tech tool, Snap-On	Application form



36. Previous experience of carrying out electrical works in relation to vehicle maintenance	Application form
37. MOT Testing	Application form
38. Carrying out vehicle inspection to IRTEC/DVSA standards	Application form
39. Experience of working within the Waste collection environment	Application form
Knowledge	
40. Knowledge of electronic fleet management systems	Application form Interview Assessment
41. Knowledge of welding practices	Application form Interview Assessment
42. Knowledge of specialist waste/cleansing vehicles	Application form Interview Assessment
43. Knowledge of relevant standards, and techniques in waste management	Application form Interview Assessment
Skills and abilities	
44. Able to cover for Vehicle Maintenance Team Leader, as necessary	Interview Assessment
45. Completion of timesheets to reflect hours worked against jobs completed	Interview Assessment

Approval

Manager's job title: Simon Walker

Date: 04.09.2019

