



Job description			
Job title	Fleet Maintenance Technician		
Grade	G		
Directorate	Communities & Neighbourhoods		
Service/team	Fleet & Logistics Management Service		
Accountable to	Fleet Maintenance Senior Technician		
Responsible for	N/A		
JE Reference	N/a	Date Reviewed	20/12/2020

### Purpose of the Job

The primary purpose of the post is to undertake all mechanical servicing, repairs, MOT test and diagnostic activities on the Council's fleet of vehicles / specialist equipment / plant and other authorised vehicles.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken:

- 1) To work with the Senior Fleet maintenance technicians offering the necessary technical support whilst ensuring high levels of productivity, minimising vehicle downtime and maintaining a high quality cost effective standard of work to improve fleet utilisation, workshop productivity, and deliver financial efficiencies.
- 2) To undertake the inspection, servicing, repairs, diagnosing and rectification of faults on all types of Heavy and Light commercial vehicles and specialist plant equipment, including providing a rapid response for unscheduled maintenance problems, using all technical diagnostic equipment at your disposal.
- 3) To install service and repair any specialist ancillary equipment fitted to a fleet vehicle including the commissioning and de-commissioning of such vehicles and equipment.



- 4) To work with external contractors e.g. specialist recovery companies, approved body repair contractors, tyre contractors and vehicle / plant service teams as requested.
- 5) To work within the Fleet procedural functions maintaining written and computer based records using the Fleet management Tranman system. This includes utilising a workshop based mobile pc/or handhelds to record all work undertaken against each individual vehicle or item of plant in accordance with the service ISO operating procedures and DVSA regulations.
- 6) To undertake MOT tests (Classes IV, V & VII) on fleet vehicles, public cars, light vans and minibuses, including taxi compliance tests on private hire and hackney carriage vehicles in line with all DVSA and KMBC regulations and annual DVSA test requirements
- 7) To carry out road tests and assist in the collection and delivery of any vehicles, in support of operational requirements applicable to the relevant driving licence category.
- 8) To attend offsite breakdowns and effect necessary repairs to render the vehicle roadworthy while ensuring all road safety regulations are adhered to liaising with customers and vehicle recovery specialists on vehicle faults and issues.
- 9) To work with management in identifying assessing and implementing new working methods that will result in the service achieving operational efficiencies to support business needs.
- 10) To participate in all team meetings and contribute towards the development of the service improvement and performance plan.

### Knowsley Better Together – Staff Qualities





## **Health and Safety**

- 1) To ensure that fleet management vehicle inspection operations are carried out safely and in accordance with all corporate Health and Safety legislation, guidelines and best practice.
- 2) To continuously develop and implement suitable and sufficient 'Safe Systems of Work' and 'Risk Assessments' in order to eliminate or minimise risks throughout all FLMS operations.
- 3) Working knowledge of the health and safety at work act ensuring health and safety policies and procedures are up to date, managed, implemented, communicated and complied with ensuring all staff keep the workshop area in a clean, tidy and safe condition.

## **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.