



Job description			
Job title	Fleet Maintenance Apprentice Technician		
Grade	Apprentice		
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	26/06/2025

### Purpose of the Job

The purpose of the role is:

- To take a proactive approach to the completion of NVQ level 3, Heavy vehicle service and maintenance technician.
- To be an ambassador for Apprenticeships in Knowsley and to represent themselves positively in any dealing with other people whilst undertaking their Apprenticeship.
- To undertake a range of duties to the best of their ability with a view to developing a portfolio of evidence to support their National Vocational Qualification.

### 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:

- Attend college on day release basis, to study towards NVQ level 3, Heavy vehicle service and maintenance technician.
- To assist in the repair and maintenance of vehicles and plant operated by the authority.
- To work as part of a team delivering high levels of productivity minimising vehicle downtime whilst maintaining a high quality cost effective standard of work.



- To maintain written and computer based records using FLMS's fleet management software for all work undertaken against each individual vehicle or item of plant in accordance with required procedures.
- To comply with all FLMS's ISO 9001 procedures.
- To keep the workshop area in a clean and tidy condition.
- To clean vehicles prior to repair if required or in preparation for annual DVSA test.

### **Knowsley Better Together – Staff Qualities**



### **Health and Safety**

- To ensure full compliance of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- To inform management of any health and safety issues which could place individuals in danger and to use equipment as instructed and trained.

### **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.