

Job Description

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| Post title | Vehicle Technician | Grade | F |
| Department | Operations – Neighbourhood Services, Transport | Post ref | ATR7016 |

Overall job purpose

To carry out maintenance and repairs on vehicles, plant and equipment as required by the Authority to a minimum of the ministry MOT Test standards.

Reporting relationships

Reports to: Workshop Team Leader

Responsible for: Any apprentice allocated in the execution of duties

Key tasks and responsibilities – post specific

To carry out instructions from a Workshop Team Leader.

To inspect vehicles and to complete all relevant paperwork.

The repair of vehicles and plant/road testing, in accordance with DVSA Guidelines.

To use computerised diagnostics machines and fleet management computer systems.

To weld with both Gas and Electric appliances.

To carry out Servicing & Inspecting Electric Vehicles (HGV & Light Commercial).

To operate drilling machines and associated equipment.

To grind and shape metal /undertake metal fabrication work as required.

To comply with all Health & Safety standards and report any defects on equipment, buildings and plant accordingly to your Team Leader.

To own and use (as a minimum requirement) a standard tool kit to suit vehicle type.

To understand, maintain and repair electrical systems.

To understand, maintain and repair hydraulic systems.

To adjust the working hours flexibly by agreement with management.

To clean as and when required vehicle and Plant Equipment.

To communicate with internal employees as well as members of the public with regard to external suppliers.

To test and sign off any work completed, confirming that the work has been carried out to the required standard.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date: