



Job Profile

Post title:	Vehicle Technician
Department:	Operations – Neighbourhood Services, Transport
Job families:	Regulation
Grade:	F
Responsible to:	Workshop Team Leader
Employees managed:	Any apprentice allocated in the execution of duties
Date of issue:	August 2026

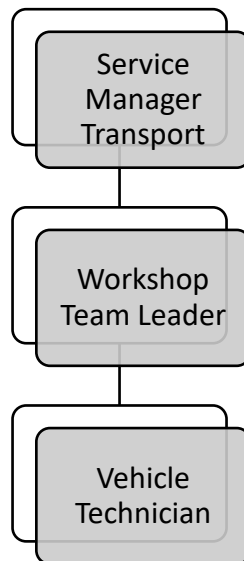
Overall Job Purpose

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.

Working Conditions

- Office based and mainly in a sedentary position, limited requirement for standing and walking, and/or carrying of equipment and resources.
- The postholder will work in a confidential environment dealing with highly sensitive and emotionally challenging information.
- The postholder is eligible to utilise the Flexi Time Policy.

Structure



Job Description

Operational management

- To carry out instructions from a Workshop Team Leader
- To inspect vehicles and complete all relevant paperwork
- The repair of vehicles and plant/road testing, in accordance with DVSA Guidelines.
- To weld with both Gas and Electric appliances.
- To carry out servicing and inspecting electric vehicles (HGV and 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 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 test and sign off any work completed, confirming that the work has been carried out to the required standard.

Communication

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Partnership / corporate working	• To communicate with internal employees as well as members of the public with regard to external suppliers.
Resource management (including Financial and Physical)	• To own and use (as a minimum requirement) a standard tool kit to suit vehicle type. •
Systems and information	• To use computerised diagnostics machines and fleet management computer systems. •
Strategic management	•

Competencies

Please refer to the Employee Competency Framework for more information about the behaviour descriptors for each competency.