CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	**HGV Technician**
Position Number:	**HTR1375**
JE Code:	**LES397**
Service:	**Highways, Transport & Recycling / Corporate Fleet & Transport**
Location/Work Base:	**Newtown Workshop**

(this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified)

Grade:	**Grade 9** **Point 23 to Point 25** **£35,570 to £37,563 per annum** **£18.43 to £19.46 per hour**
Contracted hours:	**37 hours, Permanent**
Reporting to:	Fleet Operations Supervisor
Responsible for:	None

Summary

About the role:

As an HGV Technician with Powys County Council, you will be part of a small, skilled team working in one of our two workshops located in Brecon and Newtown. As an Earned Recognition approved maintenance provider, we maintain a diverse fleet including quads, cars, vans, LCVs, HGVs and selected plant machinery. The role involves vehicle inspection, servicing, diagnostics, repairs, and ensuring our fleet remains safe, compliant, and operational for frontline services across the county.

About you:

Mechanical & Electrical Diagnostic Skills
Ability to diagnose, repair and maintain modern HGVs, trailers, light vehicles and associated equipment using diagnostic tools and technical information.

Commitment to Safety & Compliance

Passion for maintaining vehicles to the highest safety standards and ensuring compliance with DVSA regulations, Earned Recognition requirements and workshop procedures.

Problem-Solving Ability
Enjoys identifying faults, finding practical solutions and working independently to minimise vehicle downtime.

Attention to Detail
Takes pride in completing inspections, servicing, repairs and documentation accurately, ensuring vehicles are roadworthy and reliable.

Teamwork & Communication
Works effectively within a small workshop team, communicating clearly with colleagues, supervisors and vehicle operators.

Enthusiasm for Fleet Engineering
A genuine interest in working on a diverse range of equipment, from quads, cars and vans to LCVs, HGVs and plant machinery, with a desire to continuously develop skills and knowledge.

What you will do:

Carry out Planned Maintenance Inspections (PMIs), servicing and safety inspections on a wide range of vehicles and equipment, ensuring compliance with DVSA standards and Earned Recognition requirements.

Diagnose and repair mechanical, electrical, hydraulic and pneumatic faults using specialist diagnostic equipment, technical manuals and manufacturer information.

Prepare vehicles and trailers for MOT and annual test inspections, undertaking pre-test checks, repairs and rectification work to ensure compliance.

Attend and respond to roadside breakdowns and emergency call-outs, carrying out repairs or recovery arrangements to minimise service disruption.

Complete routine and major repairs on a diverse fleet including quads, cars, vans, LCVs, HGVs and selected plant machinery, maintaining high standards of workmanship.

Accurately record inspections, repairs, defects and parts usage, ensuring all maintenance documentation is completed in line with workshop procedures, legal requirements and fleet management systems.

If you have any questions about the role, please contact:

Shaun Matthews
shaun.matthews@powys.gov.uk
01874 611069

Your responsibilities will be:

1. To support and assist the Fleet Operations Supervisor to deliver a high functioning, customer focused HGV & LCV Inspections and maintenance service in accordance with DVSA regulatory standards, Corporate Fleet Policies and manufacturers' recommendations.

2. To provide an 'out of hours' service during the winter period and bank holidays to provide assistance to other service areas across the Council as required.

3. Provide a proactive approach to maintaining the councils fleet of around 150 HGV's to ensure compliance with the legal requirement in relation to the operation of the Council's plant and transport fleet, the Council's Operator's license and DVSA. You will play a pivotal part in the service income maximization by logging and recording work activities, labour charges, ordering parts and monitoring impress stock on the digital database.

4. Provide a specialist resource to the Council to promote an understanding and use of HGV & LCV preventative maintenance when carrying out vehicle and inspections, maintenance, servicing and repairs, following Council maintenance schedules to minimise vehicle downtime and disruption to service users and avoid unnecessary vehicle hires.

5. Using the online Fleet Management system, complete and maintain accurate documentation including Vehicle Safety Inspection and service sheets. To sign each Inspection sheet at the end of the Inspection and record all repairs as required. To report any damage repair or non-predictable maintenance undertaken on a vehicle/plant, to enable appropriate costings to be captured.

6. Using the specialist IT equipment, undertake vehicle diagnosis and identify faults, errors and engine management codes then order parts required to complete satisfactory repairs on vehicles. Parts drawn from stores will be recorded. Then, undertake road testing of vehicles (and plant) if appropriate driving license held. You will also be expected to use craft skills for specialised work.

7. Create positive, beneficial and effective working relationships with all Highways, Transport & Recycling staff and other stakeholders such as income generating customers and suppliers to ensure the service is delivered to a high standard of customer care. This will include being available on the 'Out of Hours' stand-by rota and attend call outs as required.

8. Provide data and analysis to other teams within the Fleet service in relation to proactive maintenance and best practice to ensure a consistency of approach is taken across both workshop sites.

9. Keep up to update on changes to heavy goods vehicle maintenance legislation and regulations and fault diagnosis, and in particular the DVSA guide to Maintaining Roadworthiness and to be able to give advice and information on current vehicle maintenance provision to help inform policy and practice to colleagues within the Fleet Service.

10. Be involved in the development of processes and procedures for all matters relating to Health & Safety in the Vehicle Maintenance Workshops and

continually apply this to the working environment on site and when working off-site as and when required.

11. To maintain the Workshop house-keeping to a high level to ensure that there is a “Safe, Clean & Tidy” approach to the Workshop.

12. Attend all relevant training programmes as identified by the Workshop Manager and mentor and train apprentices or career graded positions and approve any of their work carried out as and when required.

DBS:

There is no DBS requirement for this position

Health and Safety Statement:

- To co-operate with their employer and follow health & safety advice and instructions.
- To address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained

Equalities Statement:

To actively support and implement the principles and practice of equality of opportunity as laid down in the Council’s Equalities Policy

Welsh Language Requirement:
Welsh language skills are desirable

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the ‘Principal Responsibilities of the Job’.

PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Experience in heavy vehicle or heavy plant maintenance.
- Experience in vehicle inspection to meet the standards set by DVSA

Knowledge

Essential

- Knowledge of Health and Safety
- Mechanical knowledge of a broad range of vehicles, machinery, equipment and tools
- Knowledge of diagnostic equipment

Qualifications and Training

Essential

- Accredited nationally recognised qualification in the repair and maintenance of vehicles or heavy plant to QCF level 3 or Current IRTEC Advanced Technician licence holder or DVSA Nominated tester
- Possess a full current valid Category B driving licence
- Possess a full current Category C driving licence or the capability to attain a Category C licence within 2 years after probationary period
- Commitment to undergo any future training required for the role

Desirable

- DVSA nominated Tester
- Health and Safety Certificate to a minimum standard of IOSH Working Safely or equivalent

Personal Qualities

Essential

- Good interpersonal skills
- An ability to work as part of a team
- Commitment to provide a quality repair service and excellent customer service

Skills

Essential

- Able to work efficiently under pressure and meet deadlines
- Good personal organisational skills

Other Requirements

Essential

- To work variable working patterns as required by the needs of the service
- To carry out tasks during out of hours as per the stand-by and call out rota
- Possess a full driving licence and have the ability to travel around the County

Welsh language skills are desirable

Recruiting manager: John Forsey
November 2020

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

Next steps

The closing date for applications is 29/11/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 30/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 09/12/2026

We wish you luck with your application.