

## **Job Description**

<b>DIRECTORATE:</b>	Communities
<b>DEPARTMENT:</b>	Operations – Community Services / Highways & Green Spaces / Joint Fleet Services
<b>POST:</b>	HG Vehicle Technician
<b>GRADE OF POST:</b>	GR08
<b>RESPONSIBLE TO:</b>	Workshop Controller

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### **JOB PURPOSE:**

To support Fleet Services in providing an effective and customer focused service through the provision off high quality efficient, inspections, services, maintenance and repairs on all vehicles and plant including specialist vehicles.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- HG Vehicle Technician required to carry out inspections, servicing, maintenance and repairs on a range of vehicles and plant, on a pre scheduled and unplanned basis to Department of Transport Vehicle Inspectorate and VOSA standards. To maintain all Plant and Machinery to the set specification and standard.
- To ensure an excellent professional quality service to all customers, both internal and external, including their health, safety and welfare whilst on site.
- To complete the necessary recording of work undertaken on vehicles and plant during inspection or whilst undergoing maintenance and repairs, both manually and electronically as technology advancement permits.
- To undertake the necessary road testing of vehicles and plant.
- To train to MOT standard. To carry out MOT's on both light and heavy commercial vehicles to VOSA standard and take payment as required.
- To participate in the 'out of hours' standby rota and in the shift rota systems as required.
- To provide supervision for Workshop Assistants, Vehicle Technician Apprentices and Work Experience Placements
- To undertake any skills, product knowledge or legislative training and development activities as deemed necessary by the Council in order to maintain own professional development and enhance competence within the job role, to take advantage of technology advancements, in order to provide improved service delivery.
- To support the workshop supervisor and assist Fleet Services with the day to day operation of the vehicle fleet including compliance with the Council's

obligation under the Operators License, Road Traffic Acts and Constructions and Use Regulations.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK (WHERE APPLICABLE)**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## **ASSOCIATION OF CHIEF POLICE OFFICERS' NATIONAL VETTING POLICY**

This post is subject to the completion of satisfactory vetting in accordance with the Association of Chief Police Officers' National Vetting Policy.

In accordance with Home Office guidance and the Association of Chief Police Officers' National Vetting Policy, candidates are reminded that they must meet minimum residency criteria for specific periods immediately before an application is made. This role requires non police personnel vetting at Level 3 (NPPV 3) and National Security Vetting at Security Check level (SC).

The successful candidate must be prepared to undergo vetting to the above mentioned levels and have minimum UK residency of 5 years. This is to satisfy the requirement to vet all applicants in an equitable manner and the UK Police service does not currently have any means of facilitating vetting checks overseas, to the extent required of those who have been resident in the UK. Applicants who cannot be vetted cannot be appointed.

## Person Specification

### HG Vehicle Technician

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (√).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• A good standard of education or an ability to demonstrate competence through experience.</li> <li>• Qualified vehicle mechanic to NVQ level 3 or equivalent and ability to work towards IMI Diploma Level 3.</li> <li>• VOSA Qualified for nominated testing up to class 7 and LGV's or ability to undertake the training for qualification.</li> <li>• Driving License (Category C).</li> </ul>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Considerable experience in the inspection and maintenance of vehicles to MOT standard.</li> <li>• Experience in the inspection and maintenance of plant to manufacturers standards.</li> <li>• Knowledge of a diverse range of vehicles from small plant to 26 ton operational vehicles such as Gritters, Road Sweepers and Adapted PSV's.</li> </ul>	<p style="text-align: center;">√</p> <p style="text-align: center;">√</p> <p style="text-align: center;">√</p>	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work flexible hours to meet the needs of the service.</li> <li>• Willingness to participate in training.</li> <li>• Ability to communicate clearly and effectively with good customer skills.</li> <li>• Ability to demonstrate good organisational skills and a high</li> </ul>	<p style="text-align: center;">√</p>	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<p>standard of workmanship.</p> <ul style="list-style-type: none"> <li>• IT literate and ability to adapt to new technologies.</li> <li>• Ability to work with minimum supervision, using own initiative to proactively seek service improvements.</li> <li>• Ability to supervise and develop Apprentices and Workshop Assistants.</li> <li>• Ability to deputise for workshop supervisor when required.</li> <li>• Ability to greet customers through the medium of Welsh</li> </ul>		