

JOB DESCRIPTION

TITLE: Vehicle Technician

POST NO: 58446100AN

DEPARTMENT: Inclusive Economy

DIVISION: Fleet Transport

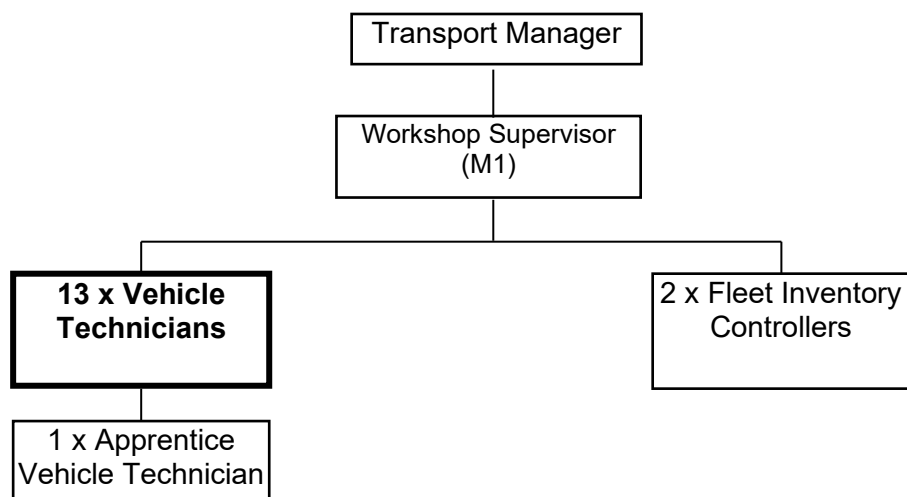
RESPONSIBLE TO: Workshop Supervisor

GRADE: L7

PURPOSE OF POST:

To complete a comprehensive range of technical, technological and mechanical multi-skilled work including diagnosing, inspecting, servicing and repair of vehicles, plant and specialist equipment in a safe, efficient and economical manner, with due regard to current legislation, Luton Borough Council's maintenance policy, and Health & Safety Policies.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:	<u>%</u>
1. Carry out a comprehensive range of technical, technological and mechanical multi-skilled work including diagnosing, inspecting, servicing and repair of vehicles, plant and specialist equipment. Multi-skill between electrical, electronic, mechanical and refurbishment work ensuring high standards are maintained and working within current Codes of Practice, economies of service and within performance measures and timescales.	30
2. Inspect, repair and maintain vehicles to the legal requirements and standards laid down by the Department of Transport (DfT), Driver & Vehicle Standards Agency (DVSA) and the council's requirements including those necessary to pass MOT tests and maintain the good repute required to adhere to the council's Operator Licence obligatory and legal requirements.	20
3. Prepare and present written and oral reports on the condition, failure and recommended corrective action to supervisors, senior managers, both internal and external customers, the Council's insurers or any authorised third party, i.e. police etc.	10
4. Complete and certify that all work is carried out to the relevant legislative requirements and is of the highest standard. Vehicle technicians are expected to sign off their own work and to complete all relevant legal and technical documentation as defined within the Transport Division operational policies.	10
5. Use a range of technology-based equipment including diagnostic testing and inspection devices, internet resources and specialist software in addition to updating the status of repairs on the Council's fleet management system when required.	10
6. Ensure that safe working practices are maintained in accordance with the Health and Safety at Work Act as well as the council's own corporate policies and any other customer safety policies when working on site at customer premises. Always ensure that a safe working environment is maintained by returning used equipment and ensuring that working areas are kept clean and tidy.	5
7. Assist the Fleet Inventory Controllers when required with identifying and specifying replacement parts through the relevant electronic, hard-copy catalogues and the Council's fleet management system. Calculate repair costs and where appropriate seek customer authorisation and order appropriate parts and verify against specification upon arrival.	5
8. Interpret and implement technical service data and manufacturer's modifications including understanding and interpreting complex and intricate wiring diagrams/technical drawings regarding electrical, mechanical, hydraulic and pneumatic systems. Where necessary, liaise directly with suppliers and customers regarding technical issues and defects.	5
9. Recommend developments or changes in working practices to optimise the economic and safe maintenance of vehicles, plant and equipment. Proactively make recommendations to management regarding future specification and design of fleet with regards to reducing maintenance costs.	5

DIMENSIONS:

- Supervisory Management:** Joint responsibility for the mentoring and development of up to 4x apprentice vehicle technicians
- Financial Resources:** Undertake all activities with close observance of budgetary guidelines.
- Physical Resources:** Contribute to the safe and efficient operation of the Council's vehicle/plant fleet

CONTEXT:

Vehicle Technicians will report to the Workshop Supervisor who will be responsible for the supervision and direction of the team; however, it is expected that all Technicians will contribute to ensuring that the team's outputs and deadlines are met.

In cases where the Workshop Supervisor is absent through sickness or annual leave, any or all of the Technicians will lead in their respective projects, to ensure that workloads are allocated, performance is monitored and outputs achieved within timescale and to standard. Where areas of expertise exist, any or all of the Technicians will be expected to lead in that area, to proffer advice and direction on technical issues, and deal with a range of customer issues or complaints. In cases where issues are of a serious nature or where resolution cannot be achieved, matters will be escalated to the Transport Manager who will have an overview of operations.

The council operates an extremely diverse and specialist fleet. Fleet Transport has the responsibility for facilitating internal and external customer requirements, undertaking both on and off-site repairs and maintenance for both the council and external customers vehicles and plant with associated operational and administrative functions, all within relevant Department for Transport and DVSA legislation. The Fleet Transport workshop has the responsibility for the repair and maintenance of approximately 560 Council fleet items plus approximately 100 other vehicles owned and operated by external customers.

The postholder will participate, on a rota basis, in the 24-hour standby arrangements and respond to any associated callouts in order that the agreed levels of customer service are met. An additional payment will be made to cover these duties.

The postholder will need to provide a comprehensive 'specialist' toolkit.

Physical Effort:

The use of heavy machinery, materials and specialist tools will be required to carry out vehicle inspections, repairs and maintenance, this may involve working from heights with the use of ladders, mobile platforms or fall arrest systems etc.

Working Environment:

The work will be carried out within a large commercial workshop. The majority of the time the postholder will be exposed to noise and unpleasant smells coming from vehicles being repaired within the main workshop. The postholder will, on occasions, encounter unpleasant matter and operate vibrating equipment.

On occasions the postholder will be required to visit locations away from the workshops that could include roadside and 'off-road' locations, therefore additional exposure to inclement weather may be experienced.

Person Specification

This acts as selection criteria and gives an outline of the type of person and the characteristics required to do the job:

Essential: - without which candidate would be rejected

Desirable: - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of diagnosing, repairing and maintaining a range of heavy and light commercial vehicles and plant equipment.	1,2	Some experience of maintaining local authority vehicles.	1,2
	Some experience of supervision within a workshop repair and maintenance facility or similar	1,2		
Skills/ Abilities	Able to organise, plan and prioritise workloads to meet specific deadlines	1,2	Able to supervise a team to achieve performance and quality standards	1,2
	Able to work with minimum supervision and to use own initiative within established procedures and processes.	1,2		
	Able to interpret and implement technical service instruction data, bulletins and manufacturer's modifications including complex technical circuitry diagrams.	1,2		
	Able to produce a high standard of work within industry standards and deadlines.	1,2		
	Able to effectively report information, accurately provide estimates of time and costs and provide this data either verbally, in writing or keyboard.	1,2		
Equality Issues	Able to identify when discrimination is taking place in service delivery or in the workplace	1,2		

	and to take appropriate action where discrimination is identified. Able to take appropriate action where discrimination is identified.	1,2		
Specialist Knowledge	Demonstrable knowledge of the application and practice of Health & Safety legislation within a vehicle maintenance and repair environment.	1,2		
Education and Training	City & Guilds Full Technological Certificate, NVQ L3, or equivalent qualification or equivalent experience and training. Category C driving licence.	1,2,4 1,2,4	Category vocational licence. C+E driving	1,2
Other Requirements	Able to undertake the physical repair of vehicles in workshop and outside environments and undertake the associated moving and lifting of heavy components.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995 and 2005), to enable an applicant with a disability (as defined under the Acts) to meet the requirements of the post.

The Jobholder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, particularly those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2021)