

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	Motor Vehicle Technician	<b>Grade:</b>	GGSS	<b>Job Code:</b>	LCC267
<b>Service/Team:</b>	Fleet Management	<b>Role Type:</b> *Delete as appropriate	FIXED	<b>Reports to:</b> *Title & LCC Code	Workshop Supervisor
<b>Line Manages:</b> *Title/s & LCC Code					

### Job Overview

To conduct legislative vehicle maintenance, carry out and schedule repairs, diagnostics and servicing of the authorities vehicles and plant as required to keep the Lancaster City Councils fleet fully operational and ensure legal compliance with the authorities Goods Vehicle Operator Licence, while generating income by carrying out MOT's, servicing and repairs for the general public. To be able to drive LGV class 2 and present vehicles for MOT testing by DVSA at an approved test facility.

### Direct Responsibilities

- To manage duties with minimum supervision using own initiative when required and to maximise productivity in the operation.
- To conduct legislative inspections, minor and major specialist servicing, maintenance and repair of all the authorities' vehicles, plant, and all specialist equipment.
- To carry out safety inspections in line with DVSA requirements and sign off vehicle as roadworthy once inspection is completed.
- To prepare and quality control check vehicles for Department of Transport annual MOT test in line with DVSA standards.
- To drive the HGV vehicle to the MOT test station and present for test, to have a working knowledge of the test procedure and work with tester during MOT test.
- To proactively problem solve and look at alternative repair solutions instead of direct parts replacement.
- Be responsible for yourself and your employer in relation to health, safety, and welfare in the workplace.
- Carry out private MOT's and servicing and repairs for the general public.
- To induct and train both new and existing staff members on the correct driving and usage procedures in new vehicles including specialist equipment purchased by the Council.
- To manage and maintain a level of knowledge deemed to be appropriate by DVSA to ensure that "appropriate level of knowledge in the industry" is maintained.
- To work alongside and in conjunction with the 'in house' teams and sub-contractors.
- To undertake any specialist product training and development appropriate to the current and future needs of the post which may occasionally require the post holder to be prepared to have to be away from home.
- To provide a team-based working approach alongside all other operatives within Vehicle Maintenance Unit to achieve specific tasks and common goals for the service.
- Comply with the Council employment, driver and transport policies.
- To operate and comply with all reporting systems and returns, including electronic devices e.g. PDA or equivalent equipment.
- To meet our high standards for work skills, quality and customer focus at all times.
- To respect, maintain, clean and ensure the security of all LCC provided vehicles, tools and equipment
- Be flexible in your working practice and, in addition to your core skill, undertake other maintenance tasks as directed to meet the demands of our workload or operational requirements (specific training may be required).
- To control and manage work areas to ensure safe working practices are always adhered to.

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- To proactively liaise with the Workshop Supervisor regarding periodic safety inspections and MOT testing programmes, and to notify the Workshop Supervisor immediately of any major vehicle defect and ensure that the vehicle concerned is removed from service.
- Maintain an up to date working knowledge of a variety of vehicles and the safe use of the authority's diagnostic equipment, improving both technical knowledge and skills.
- Complete and countersign vehicle safety inspection sheets, job cards, vehicle defect reports, time sheets and any other documentation as required in an accurate and timely manner and meet expected completion times.
- Control and maintain all specialist tools and equipment in a safe manner, in accordance with all applicable safe working practice codes.
- To safely manage and carry out dynamic risk assessments prior to carrying out off site work.
- Safely undertake roadside breakdowns, repairs and recovery in accordance with all applicable safe working codes of practice.
- Manage and provide out of hours breakdown cover, including weekends and Bank Holidays to support the needs of the service.
- Maintain and develop good working relationships with customers, clients and contractors and provide technical guidance and assistance to internal and external customers and to communicate effectively both written and verbally.
- Provide assistance in maintaining a healthy, safe and secure working environment and act in accordance with the Council's Health and Safety Policies and Procedures. And ensure all PPE / Hand Arm Vibration systems are respected, understood and worn when required.
- Undertake work as directed by line manager.
- To undertake stock audits and ensure stock levels are maintained.
- To operate and comply with reporting systems.

### Primary Measurable Objectives

- To ensure that vehicles are prepared to DVSA standard and are driven to and presented at approved test facility MOT initial pass rate required is 100%.
- To diagnose reported faults as required and recommend and perform any remedial actions.
- To efficiently plan and monitor your workflow to ensure jobs are completed within set targets.
- Ensure vehicle inspections, maintenance and diagnostics are conducted in line with the Council's Policies & Procedures in a safe, timely and professional manner.
- To diagnose reported faults as required and recommend and perform any remedial actions
- Assist the Workshop Supervisor in ensuring the Guide to Maintaining Roadworthiness is adhered to.
- To efficiently plan and monitor your workflow to ensure jobs are completed within set targets.
- Ensure all work undertaken comply with the relevant legislation the Council's Health and Safety policies and procedures.

### Staff Management Responsibilities

Contractors  
3<sup>rd</sup> Parties

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
<b>Specialised Qualifications &amp; Training</b>	<p>GCSE (Grade C or above) English and Maths (or equivalent)</p> <p>NVQ Level 3 (or equivalent) in Light Vehicle Repairs</p> <p>Current car driving licence Category B</p>	<p>Current LGV driving licence minimum Category C</p> <p>Driver CPC (Certificate of Professional Competence)</p> <p>MOT Testers Course – Level 2 (DVSA)</p> <p>IRTEC inspection Technician</p>	App Form, Interview, Certificate
<b>Experience</b>	<p>A minimum of two years post-qualification experience as a practising Motor Vehicle Mechanic</p> <p>Experience in using a multi meter and reading Schematic diagrams</p> <p>Experience in the use of computerised vehicle diagnostic equipment</p>	<p>Trailer towing experience</p> <p>Welding, fabrication and minor body work experience</p> <p>Experience working with hydraulic, pneumatic and high voltage electrical and hybrid systems</p> <p>Experience in repairing and maintaining refuse collection vehicles and other municipal equipment</p>	App Form, Interview
<b>Job Related Skills, Knowledge &amp; Abilities</b>	<p>Committed to provide a quality, flexible, customer-driven service to all users</p> <p>Ability to work under pressure, prioritise workloads and meet tight deadlines</p> <p>Ability to work as part of a multi-disciplined team</p>	In depth knowledge of maintaining commercial vehicles and Plant equipment	App Form, Interview

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	<p>Ability to work on own initiative with minimal amount of supervision</p> <p>Health and Safety Awareness</p>		
<p><b>Personal Attributes</b> Including Interpersonal &amp; Communication Skills</p>	<p>Ability to communicate effectively, both verbally and in writing</p> <p>Ability to work to verbal and written instructions Able to use own initiative and have a hands on approach in dealing with problems</p>		App Form, Interview
<p><b>Special Requirements/Other</b></p>	<p>As this role is classed as public facing the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post</p> <p>A commitment to Lancaster City Council Values and Behaviours.</p> <p>Able to work in all outdoor weather</p> <p>Current car driving licence Category C (LGV class 2)</p> <p>The ability to obtain a basic clearance with the Disclosure and Barring Service (MOT tester requirement).</p>		App Form, Interview

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### **Additional information**

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

<b>Employee Signature:</b>		<b>Print name:</b>		<b>Date:</b>	
<b>Manager Signature:</b>		<b>Print name:</b>		<b>Date:</b>	