

**Job Description**

**Job Title:** Plant & Vehicle fitter

**Salary Grade:** Grade 4

plus a market supplement to pay the equivalent of £25,463 per annum (subject to review June 2019)

**SCP:** 22-25

**Job Family:** Operational Services

**Job Profile:** OP 4A

**Directorate:** Commercial Development Directorate

**Job Ref No:** 50037771

**Work Environment:** Site Working

**Reports to:** Workshop Manager

**Number of Reports:** N/A

**Purpose:**

To undertake a range of specialist duties, using specialist equipment and techniques, in accordance with appropriate regulations and standards to provide a safe and effective front line service aligned to customers need.

**Principal Duties and Responsibilities:**

1. To carry out mechanical repairs to various vehicles, plant and equipment ensuring compliance with and in accordance with all current relevant codes of practice and legislation.

2. Install, repair or replace new, damaged or defective parts or sections of vehicles, plant and equipment.

3. Diagnose malfunctioning systems, apparatus and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the fault.

4. To maintain, inspect, repair and test the City Councils and external customers’

vehicles and/or plant and equipment.

5. Prepare, present and accompany all HGV vehicles, other than exempt categories, for annual MOT inspections.

6. Carry out periodic safety inspections to all HGV vehicles to VOSA inspection manual standards.

7. Carry out fault diagnosis on complex hydraulic, pneumatic and electrical systems.

8. To carry out welding, fabrication and body repairs as required.

9. To attend broken down or accident damaged vehicles and effect permanent or running repairs as required.

10. To prepare and decommission vehicles. Fitting and removing a diverse range of ancillary equipment, accessories and livery.

11. To complete associated paperwork to ensure that all statistics and legal information are produced, update dedicated workshop computer system as necessary.

12. To ensure that all relevant legislation and Health and Safety procedures are adhered to.

13. To maintain work areas in a safe and clean condition.

14. To co-operate and fully participate in departmental and specialist training programmes.

15. To participate in the introduction and development of new systems and procedures included those based on IT.

16. To carry out any other duties as instructed by the supervisory staff, which are commensurate to the grade of this post.

17. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council

18. To comply with the principles and requirements of the Freedom in Information Act 2000.

19. To comply with the Council's information security standards, and requirements for the management and handling of information.

20. To use Council information only for authorised purposes.

1. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.