

**Job Description**

**Post Title:** Craft Motor Vehicle Fitter

**Evaluation:** **Grade:** Craft 1b

**Responsible to:** Contract Manager

**Responsible for:** Transport Maintenance and support Duties

**Job Purpose:** To provide support and assistance to officers within City Transport, in respect of fleet management, vehicle maintenance, vehicle examination and alternative fuels equipment installation.

**Main Duties:** The following is typical of the level of duties which the job holder could be expected to perform. It is not exhaustive and other duties will be required from time to time.

- 1 Carry out vehicle and plant servicing, maintenance and repairs, MOT testing and preparation, all in accordance with statutory and contractual requirements.
- 2 Rotation between different workshops and working disciplines.
- 3 Driving including LGV, commercial vehicles/plant equipment when appropriate
- 4 Carry out MOT examination for Classes III.IV,V, & VII if appropriate.
- 5 Maintain statutory records and servicing/defect documentation.
- 6 Assist the Workshop Managers in providing a cost effective service delivery.
- 7 Undertake training as directed.
- 8 Participate in vehicle/plant recovery and repairs as requested
- 9 Install and repair alternative fuel systems.
- 10 Welding, heating and cutting.
- 11 Carry out electrical repairs to vehicles and plant.
- 12 Assist and participate in the introduction of new technology.
- 13 Liaise with other employees and members of the public as required.
- 14 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 15 To promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.