 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Community Services & Transport		Service Area: Workshops/Transport
JOB TITLE: Workshop Technician		
GRADE: J		
REPORTING TO: Workshop Team Leader		
1.	JOB SUMMARY: Carry out routine maintenance and repairs of a varied fleet of vehicles which cover multiple services across the authority, including Plant vehicles and specialist equipment.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
		To maintain a customer service excellence ethos. To engage proactively with customers.
		To undertake inspections, repairs and maintenance of all council vehicles and specialist equipment to Ministry of Transport, Vehicle Manufacturers and Council Standards in line with the requirements of the DoT "o" License.
		To ensure that all work undertaken is done so safely, to a high standard, being carried out effectively and efficiently within the Service's and manufacturers prescribed guidelines/procedures and current legislation.
		To undertake electronic diagnoses using the latest tools, for all breakdowns and provide recommendations to Workshop Manager on options for repair
		To undertake all types of mechanical work including bodywork/chassis modifications.
		To undertake all types of electrical work including electronic management systems providing diagnosis, adjustment and rectification via the use of specialist test equipment or laptop computers.
		To be flexible and carry out remedial work as required and supply a quick diagnostic service for non-planned work.
		To work with minimal supervision and accept responsibility for the direction of work of apprentices and any other assigned employees.
		To assist in the control of workshop equipment repairs and defect reporting, including annual tests, and calibration.
		To authorise parts expenditure prior to ordering
		To undertake shift work and to work flexibly on an on call out rota outside of normal working hours to meet the business needs.

		To maintain all working areas in a safe, clean and tidy manner and ensure a high standard is maintained.
		To undertake additional development in order to undertake MOT testing in line with the requirements of VOSA. This is mandatory to undertake the MOT process.
		To maintain effective relationships with representatives of DVSA, other agencies, partner services and suppliers of vehicles.
		To undertake administrative duties including completion of time sheets, job cards, inspection/servicing documentation, on both paper based and electronic format and present completed documents to a high standard in a timely manner.
		To work closely with the administrator and supply clear precise information so colleagues and customers have the relevant information to make an informed decision. (Good communicator)
		To comply with health and safety policies, organisational statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
		To take reasonable care of your own health and safety and co-operate with Management so far as is necessary to enable compliance with the authorities Health & Safety rules and legislative requirements.
		To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
		To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-On-Tees Borough Council.
		This job description outlines the main activities of the post holder. It is not meant to be, nor is it, an exhaustive or exclusive list of specific duties and activities. The post holder will be expected to undertake any duties which could reasonably be construed as being within the remit of the post and which arise out of changes in legislation, regulations, orders rules and working practices, methods and procedures and reviews, as directed from time to time.

GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Leigh Atkins	L.Atkins	17.03.2022
Job Description agreed by: (Post holder)

Job Description dated July 2022



PERSON SPECIFICATION

Job Title/Grade	Workshop Technician	
Directorate / Service Area	Community Services	
Post Ref:		


	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>City and Guilds Motor Vehicle Craft qualification or recognised motor vehicle maintenance qualification equivalent to an NVQ level 2 or higher</p> <p>Basic literacy/numeracy skills.</p> <p>Current full driving licence (Cat B)</p> <p>Be prepared to obtain Cat C LGV licence within 18 months of appointment if management has a requirement).</p>	<p>Class IV Nominated MOT Tester.</p> <p>Three GCSEs at Grade C or above (or equivalent) including Maths and English.</p> <p>LGV licence (Cat C)</p> <p>Health and safety – IOSH qualification</p> <p>Certificated Product training on specialist equipment: Cummins Engine, Allison transmission, Mercedes.</p>	Application form

Experience	<p>Engineer with experience of the maintenance and repair of car or light commercial vehicles up to 3.5 tonne.</p> <p>Experience of prioritising tasks</p> <p>Ability to respond effectively in a disciplined environment whilst producing quality work consistently and to deadlines.</p>	<p>Engineer with experience of the maintenance and repair of heavy goods vehicles or plant equipment</p> <p>Experience of repairing Refuse Collection Vehicles and Road sweepers or other specialist equipment.</p> <p>Knowledge of Diesel engines, automatic and manual transmissions.</p> <p>Knowledge of hydraulics, pneumatic and electrical systems including LGV braking systems.</p> <p>Knowledge of Transport Law</p> <p>Experience of working remotely off site taking responsibility for the job in hand i.e. Vehicle breakdowns, roadside repairs</p>	Application / Interview
Knowledge & Skills	<p>An up to date knowledge of modern vehicle and plant systems including applicable legislation.</p>	<p>Ability to undertake all types of mechanical repairs including hydraulics, diesel and petrol engines, automatic transmissions,</p>	

	<p>A commitment to safe working principles and practices.</p> <p>Ability to operate a range of tools and equipment as necessary.</p> <p>Ability to work effectively alone and as part of a team with minimal supervision.</p> <p>Ability to undertake a range of routine administrative duties.</p> <p>.</p>	<p>retarders, full air braking systems, ABS and traction control systems.</p> <p>Able to fabricate using a variety of materials including metal, wood and fibreglass.</p> <p>Knowledge of diversity and equality issues.</p> <p>Knowledge of current health and safety issues.</p> <p>Ability to diagnose and rectify faults including those present in electrical/electronic systems fitted to modern vehicles and plant</p> <p>Knowledge of Electrical vehicle's</p>	
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Self-motivated, conscientious, flexible and co-operative with an ability to use own initiative.</p>		Application / Interview
Other requirements	Ability to carry out a variety of strenuous tasks		

	<p>Be able to provide cover via standby as part of a prescribed and agreed system, which includes weekends, weekdays out of hours and a rota system.</p> <p>Must be able to work to a flexible working scheme, which may include some weekends/evenings.</p>		
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Person Specification dated July 2022

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services	SERVICE AREA: Fleet/Workshops
JOB TITLE: Workshop Technician	
GRADE: J	
REPORTING TO: Team leader	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	Yes
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	Yes
Is required to drive an HGV/LGV/PCV/Minibus	Yes
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	Yes
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	Yes
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	Potential
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	No
Other known risks – please detail	N/A
No known risks associated with this role	No

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: 

Date: 15/8/2022