

Newcastle City Council

Job Description



Post Title: Motor Vehicle Technician

Evaluation: 509 Points

Grade: N7

Responsible to: Workshop Manager

Responsible for: N/A

Job Purpose: To provide support and assistance in respect of fleet management, vehicle maintenance, vehicle examination and alternative fuels equipment installation

1. To carry out vehicle and plant servicing, maintenance and repairs, MOT testing and preparation, all in accordance with statutory and contractual requirements.
2. To Drive including LGV, commercial vehicles/plant equipment when appropriate.
3. To carry out MOT examination for Classes III.IV,V, & VII if appropriate.
4. To maintain statutory records and servicing/defect documentation.
5. To assist the Workshop Managers in providing a cost effective service delivery.
6. To undertake training as directed to ensure proficiency to work across different workshops and working disciplines.
7. To participate in vehicle/plant recovery and repairs as requested.
8. To install and repair alternative fuel systems.
9. To carry out welding, heating and cutting.
10. To carry out electrical repairs to vehicles and plant.
11. To assist and participate in the introduction of new technology.
12. To liaise with other employees and members of the public as required.
13. To supervise, mentor and support apprentices and as allocated in all aspects of their work.
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 Equality Policy in all aspects of employment and service delivery.

16. To ensure, so far as reasonably practicable, that the prevention of crime and disorder (including anti-social and other behaviour adversely affecting the local environment) is appropriately reflected in all directorate policies, service plans and activities.