

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Workshop Technician	<b>Director/Service/Sector:</b> Fleet Transport/Local Services		<b>Office Use</b>
<b>Band: 6</b>	<b>Workplace:</b>		JE ref: 3575
<b>Responsible to:</b> Workshop Supervisor	<b>Date:</b> Feb 2019	<b>Manager Level</b>	HRMS ref:
<b>Job Purpose:</b> The efficient and effective maintenance of Vehicles and Plant			
<b>Resources</b>	Staff	May supervise a semi skilled technician or apprentice	
	Finance	None	
	Physical	Depot working with variety of tools and equipment. Use of Fleet Database. Emergency Response.	
	Clients	Internal Highways, Neighbourhood and Waste services and lease car users. Various external organisations and members of the public.	

Duties and key result areas:

1. Prepare all vehicles to M.O.T. (Ministry of Transport) and LGV (Large Goods Vehicle) Testing Station standards.
2. Undertake MOTs on class iv, v and vii vehicles as well as Hackney Carriage and Private Hire Cars.
3. Diagnose faults by road testing vehicles, visual inspection, by use of computerised diagnostic software and any other method agreed by industrial standards.
4. Accurately identify & order parts, components and systems from manuals, diagrams, computerised documents and direct from vehicle/plant.
5. Over time ability to service and repair the full range of vehicles and plant within the County Council's fleet to ensure the safety of drivers, operators and members of the public. Base types include:-

Gritters Sweepers Refuse Collectors with Bin Lifts Grass cutting Equipment Tippers Tar tankers Horticultural Equipment Agricultural Equipment Weed spraying Equipment	Minibuses Buses Cars Vans Miscellaneous mobile Plant Miscellaneous fixed plant Trailers Arboreal Equipment Quad	Motor Mowers Strimmers White Lining Equipment Gully Tankers Loading Shovels Snow Ploughs Snow Blowers Traffic Management Vehicles Road Repair Plant Hook Lift Fork Lift Tower Vehicle
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6. Provide excellent customer interface by adopting quality "first time" repairs in a timely manner.
7. Work to individual and team targets.
8. Ensure that machinery, equipment and tools that are used are operated in accordance with manufacturers guidelines and any faults are reported.
9. Diagnose and repair of complex electrical systems and circuits, hydraulic & pneumatic systems from various manufacturers.
10. Calibration of specialist equipment to conform to manufacturers' specifications.

11. Complete job cards, inspection sheets and all associated documentation via handheld PDA or Desktop PC's to allow the effective management of the fleet database.
12. Where applicable – Hold the responsibility MOT station vehicle testing operated by Northumberland County Council as AE (Authorised Examiner) under DVSA (Driver & Vehicle Standards Agency) appointment as a NT (Nominated Tester) and hold relevant qualifications as required.
13. Where applicable – Carry out all duties and training in association with Nominated Tester as deemed by DVSA.
14. Make efficient use of parts, completing documentation as required to ensure compliance of Quality Assurance and with Best Value requirements.
15. Observe all Health and Safety at Work requirements, regulations and legislation at all times with regard to self, other staff and members of the public.
16. Attend and fully participate in any and all training, arranged by and deemed necessary and appropriate to the post, by the Fleet Manager.
17. Participate in service requests and work outside normal hours and standby requirements on a voluntary basis.
18. Comply with Operator Licence legislation (where applicable) & complete required documentation.
19. Undertake alterations / modifications to vehicles including welding and fabrication work.
20. Attend breakdowns and complete on site dynamic risk assessments.
21. Carry out LOLER examinations & complete relevant documentation.
22. Complete and authorise the maintenance records resulting in a comprehensive record of the vehicle condition and repairs to comply the Operator Licence legislation.
23. Prepare and present vehicles for their annual test to achieve first time pass rates.
24. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

### **Work Arrangements**

Physical requirements:  
 Transport requirements:  
 Working patterns:  
 Working conditions:

Manual handling and heavy physical activity on a daily basis.  
 Involves travel to undertake urgent repairs and drive various LGV and other vehicles as required.  
 Normal standard hours but with a willingness to work outside these hours during busy periods.  
 Required to work outdoors throughout the year undertaking site repairs or where there is limited depot space.

Elements of the work involve:

- Working outdoors with exposure to inclement weather
- Work with potentially infectious materials within a confined space
- Exposure to unpleasant smells
- The risk of burns, abrasions and cuts
- Working with some hazardous materials e.g. bitumen, pressurised liquids and refuse waste
- Work at height on LGV (Large Goods Vehicle) and Plant

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**PERSON SPECIFICATION**

<b>Post Title:</b> Workshop Technician	<b>Director/Service/Sector:</b> Fleet Transport/Local Services	Ref: 3575
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>NVQ Level 3 or equivalent in subjects relevant to Vehicle and Plant Maintenance  Understands complex mechanical and electrical equipment.  Completed Full Vehicle Apprenticeship.  Understanding of DVSA standards and maintenance requirements with respect to operator licensing.  Undertaken theoretical and practical training relating to vehicle maintenance, safety, fault finding etc.  A full driving licence for all Vehicle Categories: B, B+E, C1,C1+E, D1, D1+E,f,k,l,n,p  Experience in operating all vehicle mounted auxiliary equipment i.e. cranes, bin lifts, tail lifts</p>	<p>Prepared to undertake specialist training.  To hold a qualification MOT testing and DVSA LGV Inspectors Standard  Knowledge to operate the entire fleet that is used by the Authority. This requires the staff to have the experience to diagnose problems arising from reported faults.  Training to use the range of vehicles vehicles/equipment safely (Point 5. Duties) and in accordance with H&amp;S Policies.  Training and awareness of safety restraint systems such as seat belt tension and air bag deployment equipment.  Full driving licence Category C</p>	
<b>Experience</b>		
<p>Broad experience in the maintenance of a range of fleet vehicles and plant, and in time and with training to cover the full range of vehicles within the County Council's fleet.  Experience in use of both a desktop PC and PDA to enter information into Fleet Database Systems for recording labour, parts issues and stock.  Experience in the use of computer based diagnostic systems.  A proven record of continuous development of personal skills to keep abreast of vehicle technology.  Experienced and trained in the use oxygen and acetylene burning and welding, as well as various welding and fabrication techniques.  Experienced in the operation of vehicle mounted equipment i.e.: cranes, tail lifts etc.</p>		
<b>Skills and competencies</b>		
<p>Decisive, reliable and responsive  Ability to undertake dynamic risk assessments.  Applies a methodical approach to fault diagnostics.  Works methodically and systematically to ensure consistent maintenance regime.  Works effectively with the minimum of supervision and under pressure.  Ability to communicate with a wide range of clients, staff, suppliers and Test Centre staff.  Ability to interpret users verbal reports into mechanical solutions.  Able to analyse mechanical symptoms and diagnostic data to solve maintenance problems.</p>	<p>Skills to train and direct apprentices.</p>	
<b>Physical, mental and emotional demands</b>		
<p>The work is physically demanding and entails prolonged periods of standing, pushing, stretching, bending, lifting heavy components and working in a constrained position, in, around and under a</p>		

<p>range of vehicles. There is some work at height and work is routinely out of doors in all weather conditions. Working in a potentially hazardous environment Technicians must remain aware of the health and safety risks at all times and some tasks require prolonged periods of concentration.</p> <p>The work will rarely place emotional demands upon a Technician.</p>		
<b>Motivation</b>		
<p>Adaptable and willing to work flexible as a team member, including participation in a range of cover and out of hours arrangements, including evening and weekend working.</p> <p>Dependable, reliable, a good timekeeper and effective guide/mentor to subordinate staff.</p> <p>Demonstrates and encourages high standards of honesty, integrity, openness and respect for others.</p> <p>Helps to create and encourages a positive work culture, in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated.</p>		
<b>Other</b>		

Key to assessment methods: (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits.