

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Community Services		Service Area: Fleet / Workshops
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. Mot Preparations to DVSA standards.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	To maintain a customer service excellence ethos. To engage proactively with customers.
	2.	To undertake inspections, repairs and maintenance of all council vehicles and specialist equipment to Ministry of Transport, Vehicle Manufacturers and Council Standards.
	3.	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.
	4.	To undertake all types of mechanical work including bodywork/chassis modifications.
	5.	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.
	6	To be flexible and carry out remedial work as required and supply a quick diagnostic service for non-planned work
	7	To work with minimal supervision and accept responsibility for the direction of work of apprentices and any other assigned employees.
	8	To assist in the control of workshop equipment repairs and defect reporting, including annual tests, and calibration.
	9	To authorise parts expenditure prior to ordering
	10	To undertake shift work and to work a call out rota outside of normal working hours to meet the business needs.
	11	To maintain all working areas in a safe, clean and tidy manner and ensure a high standard is maintained.
	12	To maintain effective relationships with representatives of DVSA, other agencies, partner services and suppliers of vehicles.

	13	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.
	14	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)
	15	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.
	16	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.
	17	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.
	18	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.
	19	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.

3. 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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

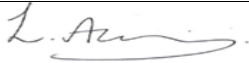
Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

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)	L.Atkins		31/03/2026
Job Description agreed by: (Post holder)			

Job Description dated 2025



PERSON SPECIFICATION

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

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

Experience	Workshop Technician have experience of the maintenance and repair of car or light commercial vehicles up to 3.5 tonne. Experience of prioritising tasks Ability to respond effectively in a disciplined environment whilst producing quality work consistently and to deadlines.	Engineer with experience of the maintenance and repair of heavy goods vehicles or plant equipment Experience of repairing Refuse Collection Vehicles and Road sweepers or other specialist equipment. Knowledge of Diesel engines, automatic and manual transmissions. Knowledge of hydraulics, pneumatic and electrical systems including LGV braking systems. Knowledge of Transport Law Experience of working remotely off-site taking responsibility for the job in hand i.e. Vehicle breakdowns, roadside repairs	Application / Interview
Knowledge & Skills	An up-to-date knowledge of modern vehicle experience of being able to diagnose logically A commitment to safe working principles and practices. Ability to operate a range of tools and equipment as necessary.	Ability to undertake all types of mechanical repairs including hydraulics, diesel and petrol engines, automatic transmissions, retarders, full air braking systems, ABS and traction control systems. Able to fabricate using a variety of materials including metal, wood and fibreglass. Knowledge of diversity and equality issues.	

	Ability to work effectively alone and as part of a team with minimal supervision. Ability to undertake a range of routine administrative duties. .	Knowledge of current health and safety issues. Ability to diagnose and rectify faults including those present in electrical/electronic systems fitted to modern vehicles and plant Knowledge of Electrical vehicle's	
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. Self-motivated, conscientious, flexible and co-operative with an ability to use own initiative. Be willing to work towards becoming A MOT tester. Be willing to embrace and attend training courses required to further development. (Some training may require the need to stay away from home)		Application / Interview
Other requirements	Ability to carry out a variety of strenuous tasks Be able to provide cover via standby as part of a prescribed and agreed system,		

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE:	SERVICE AREA: Community Transport
JOB TITLE: Workshop Technician	
GRADE: J	
JOB LOCATION / BUILDING: Cowpen Depot	
REPORTING TO: <i>Workshop Manager</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.	x	
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		x

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		x
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		x
Working at Heights - Safety Critical: Employee will be required to work at a height .	x	
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		x

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		x
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		x
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		x
Lone Working (including Home Working): Employee will be required to work alone.	x	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	x	
Any Other: Please identify any other known risks associated with this job role.		

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: Latkins

Date: 26/03/2026

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:

Occupational.Health@stockton.gov.uk