



JOB DESCRIPTION

Division / Department

JOB TITLE: LGV Fitter

DIVISION: Fleet Services

GRADE: Band 9

RESPONSIBLE TO: Fleet Services Team Leader

POST REFERENCE: 108073

Purpose of Post

The post is within the Fleet Services team reporting to Senior Fitters and through them the Fleet Team Leader. The principle role is to:

1. Work within the fleet maintenance team as a Fitter/ service maintenance technician to ensure the Planned Preventative Maintenance Programme for the fleet and associated plant and machinery is delivered.
2. Ensure that vehicles are in a fit and roadworthy condition and plant and machinery is safe to use and fit for purpose.
3. Support Fleet Team Leader in delivering the statutory requirements of the Operator's (O) Licence and maintaining the expected standards enshrined in the associated Operator Compliance Risk Score rating assigned to the 'O' Licence holder.
4. Undertake the accurate diagnosis of vehicle, plant and machinery defects; and safely complete in an efficient and timely manner the necessary repairs to return the asset to a safe, serviceable condition.
5. In addition to the above the post holder will be expected to participate and support the Fleet workshops business arms as necessary; undertaking training where required to perform in roles or support e.g.:
 - Commercial MOT and taxi testing.
 - Commercial Authorised Testing Facility for LGV's (3500kg upwards), PSV's and ADR trucks.
 - Tyre fitting and repairs.

- Pre-inspection including wash-downs and under-body degreasing.

The post holder will also be expected to:

- **Training and Requalification** - The post holder will be expected to undergo training and successful requalification as required to maintain necessary certification to carry out roles and operate associated equipment, plant, vehicles.
- **Physical Fitness** - The post is physically demanding at times and post holder is expected to be physically active e.g. engaging in maintenance works on heavy machinery; when necessary ascending steps with hand rails and safety fall harness to carry out associated duties on larger vehicles like refuse freighters; traversing slopes and uneven ground on foot when participating in remote repairs away from core maintenance facility.
- **Outdoor working** - Role necessitates regular site visits outdoors where the post holder will be expected to conduct work, year round, in all weather conditions.
- **Operational location** - The post operates out of the Sections depot in Hartlepool working throughout the borough of Hartlepool and also other areas within the north east region.
- **Shift working and exceptional hours of work** - The post holder is expected to work in a shift pattern which could include weekend, early and late working as required outside normal core hours or to respond to emergencies.
- **Night Working/ on-call** – The post holder will be expected to integrate into any temporary on-call working arrangements that may be required to meet exceptional service commitments e.g. extended periods of active deployment of winter road maintenance teams gritting, snow ploughing.
- **Other duties** - Assist in any other duties of a related nature which might reasonably be required and allocated by the Manager.
- **Health surveillance programme** - Participate fully in programme.
- **Disclosure and Barring Service check** – The post is not subject to Safer Recruitment measures.

Main Duties and Responsibilities

1. **Fitter/ service maintenance technician.** Undertake, as necessitated by Planned Preventative Maintenance Programme and defect reporting procedures; a variety of maintenance, vehicle preparation and/ or inspection tasks in varying locations including the workshop, depot and remote breakdowns. In so doing

ensure that vehicles are in a fit and roadworthy condition and plant and machinery is safe to use and fit for purpose.

2. **Nominated MOT Tester.** As required perform within the Fleet workshop (following necessary training) as a Driver and Vehicle Standards Agency (previously VOSA) Nominated MOT Tester.
3. **Taxi inspections/ testing.** As required perform within the Fleet workshop (following any necessary training) Taxi inspections and testing.
4. **Fleet Workshop activities.** After induction/ training and certification/ driver licensing where needed:
 - Operate the Fleet workshop's maintenance, inspection and testing equipment.
 - Drive LGV and PSV vehicles for the purposes of maintenance and road/ annual testing.
5. **Shift work pattern participation.** Support Fleet workshop operational requirements by working in a shift pattern/ out of hour's duty programme which can include weekend, early and late working if required.
6. **Organisational responsibilities.** Complete all timesheets/ job sheets and any other fleet/ organisational management documents (paper or electronic) as requested, and ensure they are passed to the appropriate responsible person, Lead Operative or Fleet Team Leader.
7. **Tools and equipment use.** To operate the Local Authorities equipment and machinery having due regard to relevant Health & Safety requirements. Ensure it is operated and maintained in accordance with manufacturer's instructions and returned to the relevant stores at all times when not in use.
8. **Vehicle use.** Before use carry out vehicle checks in accordance with manufacturer's guidance and agreed Council procedures.
9. **Accidents and incidents.** Ensure all accidents/near misses are recorded as per agreed procedure before the end of shift on the day of occurrence.
10. **Conditions of work.** In carrying out all work activities ensure compliance with:
 - Health and Safety at Work Act
 - Hartlepool Borough Council's Safety Policy
 - HBC Conditions of employment for operatives
 - Regeneration and Neighbourhood Services Department requirements.

- Applicable client/ industry regulator requirements for works.
- 11. Reporting.** Identify operational issues and communicate these to the Fleet Team Leader or relevant Lead Operative.
 - 12. Technical input.** Provide where requested the technical input towards the production of management guidance for frontline operators on preventing future 'avoidable' equipment failures.
 - 13. Responding to queries.** Respond in a polite and courteous manner to public and client enquiries regarding Fleet maintenance issues, where necessary directing them to the appropriate Lead Operative or Fleet Team Leader for further action in compliance with relevant HBC procedures as circumstances require.
 - 14. Customer and client care.** Help promote and develop a high quality service to our customers, clients and the general public. Supporting the Fleet Team Leader and cooperating with relevant accreditation and quality assurance requirements to ensure the Fleet workshop reflects current industry best practice in fleet maintenance and associated standards of road safety.
 - 15. Training.** Undertake any training identified as being essential to the role.
 - 16. Health surveillance programme.** Participate fully in the employee health surveillance programme.
 - 17. Apprentice Guidance and Training.** Provide guidance and training to HBC Workshop Apprentices on a day to day basis, ensuring they are working to the standards expected of them at given time within their apprenticeship, and also ensure that they are working to the HBC Health & Safety rules and regulations at any given point.
 - 18. Other duties.** Any other duties of a related nature which might reasonably be required and allocated by Manager.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT

**MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK
WILL BE REQUIRED.**