

## **Job Description**

### **HGV Technician**

<b>Reports to:</b>	Workshop Chargehand
<b>Responsible for:</b>	None
<b>Total staff managed:</b>	None
<b>Working environment:</b>	Depot and Borough based

### **Purpose of role**

To carry out the full range of servicing and repair of all RBC vehicles and plant as directed, ensuring that all are operating safely and efficiently, and are maintained to the highest standards, in line with current legislation.

To undertake the fault diagnosis, repair and maintenance of all council vehicles and plant at the depot or on site ensuring compliance with manufacturers' specifications and company policies.

To work as part of a strong Fleet Maintenance Team.

To support the Council to achieve its Corporate Strategy vision that by 2021, Rossendale will be a place where people want to live, visit, work and invest.

To support the Chief Executive to ensure that the strategic aims of the Council are met.

### **Key results areas**

#### **Corporate responsibilities**

- To deliver the Corporate Plan priorities through the provision of highly efficient and effective council services.
- To work across the council as a member of the Operations team to achieve corporate and collective goals and contribute to the delivery of the council's objectives.
- To ensure that repairs and maintenance are carried out in a safe, skilled and professional manner, to all DVSA (formerly VOSA) and manufacturers' specifications, and in line with relevant safe systems of work.

#### **Operational responsibilities**

- To service and repair the full range of RBC vehicles and plant, including (but not exclusively): refuse collection vehicles; pavement and road sweepers; light commercial vehicles; tractors; trailers and mowers.

- To carry out fault finding and repair of electrical, pneumatic and hydraulic equipment/vehicles.
- To attend to road-side breakdowns.
- To carry out clear record keeping of all work done and parts used, including inspection forms, job cards and other relevant paperwork.
- To assess and organise material requirements as and when necessary.
- To collect parts as required.
- To assist with yard deliveries as required.
- To take vehicles for MOT.
- To carry out fabrication and welding as required.
- To ensure the security of the council buildings, property and vehicles where required.
- To steam clean vehicles, equipment and their components when required.
- To assist and mentor trainees within the workplace.
- To undertake any other duties as required within the Fleet Maintenance Team such as but not restricted to: cleansing/organising of the depot's yard and transferring waste from the waste transfer station to landfill.
- To liaise with relevant supervisors/service managers/contractors to organise vehicle servicing and repairs according to the fleet maintenance schedule.
- To carry out any other duties which may from time to time be required by Line Manager.

**These may change subject to consultation with the postholder.**

### **General Statement**

The information contained in this job description is furnished to assist employees joining the council to understand and appreciate the work content of their post and the role they play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included in the job description.

### **Health and Safety at Work**

The Health and Safety at Work Act 1974 stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

### **Equal Opportunities and Accessibility**

The Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability. This will be undertaken in line with the Council's equality duties set out in the Equality Act 2010.

### **Community Safety**

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of the Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

### **Absence**

Applicants are asked to note that Rossendale Borough Council has a Management of Absence Policy and there is an expectation that employees attend work on a regular basis or with reasonable adjustments where applicable.

### **Performance Management**

Where officers are responsible for the collection of performance information, including either national and local indicators, it is the officers responsibility to ensure that data is collected and calculated according to their statutory or local definition, and following the standards set out in the Council's Performance Management and Data Quality Strategy.

### **Staff Development**

Rossendale is committed to being an organisation that learns. All employees are encouraged to participate in development activities, attend courses or refresher courses laid down by the Council.

**NOTE:** This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.