



|  |  |
| --- | --- |
| **Department** | Department of Place |
| **Job Title** | motor Vehicle TECHNICIAN |
| **Grade** | GRADE 6 (SCP 25 - 29) |
| **Primary Purpose of Job** | To service, maintain and repair the Council’s fleet of vehicle and equipment |
| **Reporting To** | Senior Technicians and Workshop Manager |
| **Staffing**  **Responsibilities** | To maintain the Councils fleet of vehicles and equipment to a high standard.  Ensuring that the conditions contained in the Councils Operators Fleet Licence are met at all times. |

**Main Duties**

|  |  |
| --- | --- |
| **1** | Self-progression to ensure maximum utilisation of resources. |
| **2** | Carry out servicing, inspections, MOT preparation, general repairs including electrical, hydraulic, pneumatic & small body repairs, and MOT tests when required |
| **3** | Repairs to Councils Plant and Specialist equipment. |
| **4** | Liaise with vehicle and equipment manufactures regarding technical issues and repairs |
| **5** | Ensuring workshop area is kept clean and tidy. Maintain Councils tools and equipment to a good and safe standard |
| **6** | Observe the Authorities Code of Practice in respect of Health and Safety Legislation. |
| **7** | Any other duties relevant to the post which may be assigned from time to time. |

|  |  |
| --- | --- |
| **Date Job Description prepared/updated:** | **9 July 2018** |
| **Job Description prepared by:** | **Mark Hoban** |



****

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Department** | | | | **Department of Place** | | |
| **Job Title** | | | | **MOTOR VEHICLE TECHNICIAN** | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Ability to work as part of a team | | | | | Application Form/Interview |
| 2. | Flexible Attitude | | | | | Application Form/Interview |
| 3. | Proactive approach to Health and Safety guidelines and regulations | | | | | Application Form/Interview/Test |
| 4. | Ability to meet challenging work targets and deadlines | | | | | Application form/Interview |
| 5. | Demonstration of high quality workmanship | | | | | Application form/Interview/Test |
| 6. | Ability to manage own time effectively | | | | | Application form/Interview |
| 7. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | NVQ Level 3 Motor Vehicle Studies (Light and Heavy Goods Vehicles) or City and Guilds Level 3 (Light and Heavy Goods Vehicles) | | | Application form/ Interview/Certificate | |
| 2. | | Full Current Driving Licence | | | Application Form/Interview/Certificate | |
| 3. | | Minimum of 2 years’ experience as a Motor Vehicle Technician | | | Application form/Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | Capacity to work at heights and working in confined spaces | | | Interview | |
| 2. | | Capable of lifting heavy pieces of equipment | | | Interview | |
| 3. | | Capable of standing for long periods of time | | | Interview | |
| 4. | | Working hours that meet the needs of the service which may involve working nights, Saturday mornings and some Bank Holidays. | | | Interview | |
| 5. | | Provide appropriate tools which must meet current safety standards | | | Interview and Induction | |

|  |  |  |  |
| --- | --- | --- | --- |
| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Certificate in Professional Competence (Road Transport Operations) | | Application Form/Certificate |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Experience of working in a Local Authority Transport repair service area | | Application Form/Interview |
| 2. | Possession of an LGV, C1 & D1 Licence | | Application Form/Interview/Certificate |
| 3. | Class 4 & 7 MOT Tester Certificate | | Application Form/Interview/Certificate |

|  |  |
| --- | --- |
| **Date Person Specification prepared/updated:** | **9 July 2018** |
| **Person Specification prepared by:** | **Mark Hoban** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.