

JOB DESCRIPTION

Rossendale Borough Council is actively pursuing equality of opportunities.
Applicants to job share are encouraged in respect of full-time posts.

Job Title	HGV Technician
Reference Number	XT1003
Service	Chief Executive
Unit	Operations
Team	Fleet Maintenance
Grade	Grade 5 (scp 24-27)
Responsible To	Workshop Foreman
Responsible For	None
Other	Are in accordance with the National Joint Council for Local Government Services. 37 hours per week over 5 days.

Job Purpose

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 undertake additional responsibilities in the absence of the Fleet Maintenance Supervisor.

Core Competencies

This section of the job description sets out the specific responsibilities of the individual post holder and the services for which they are responsible. There is an expectation that those responsibilities are delivered in accordance with the Council's core values:

Customers Matter – Recognising the diversity of customers and developing services which recognise individual needs.

Listening and Communicating – Listening and communicating in a number of different ways.

Loyalty – Building trust and confidence.

Management of Performance – Remaining focused and delivering identified and measured outcomes.

Celebration of Success – Evaluating, learning and recognising what we have done well.

<p style="text-align: center;"><i>Main Duties and Responsibilities</i></p>

1. 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.
2. 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.
3. Electrical, pneumatic and hydraulic fault finding and repair.
4. Attend to road-side breakdowns.
5. Carry out clear record keeping of all work done and parts used, including inspection forms, job cards and other relevant paperwork.
6. Assess and organise material requirements as and when necessary.
7. Collect parts as required.
8. Assist with yard deliveries as required.
9. Take vehicles for MOT.
10. Fabrication and welding as required.
11. Any other duties which may from time to time be required by Line Manager.

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.

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.