 **Job Description – Vehicle Fitter – F79**

|  |  |
| --- | --- |
| **Post Title** | Vehicle Fitter |
| **Recruitment Ref.** | COM |
| **Department** | Transport Services |
| **Service Unit** | Highways and Transport |
| **Directorate** | OPERATIONS & NEIGHBOURHOODS |

|  |  |
| --- | --- |
| **Job Grade** | Grade F SCP 17 – 22 £23,836 - £26,317 (Plus tool allowance and enhanced pay for hours of work post 22:00 hrs. as required by shift pattern) |
| **Annual Leave Entitlement** | 25 Days per annum. |
| **Hours of Work** | 36 Hours per week. |
| **Work Pattern** | Full Time Permanent |
| **Interview Date** | To be confirmed |
| **Work Location** | Transport Services, Vehicle Workshops, Tame Street Depot, Tame Street, Stalybridge, Cheshire SK15 1ST. |
| **Responsible to** | Workshop Manager  |
| **Responsible for** | N/A |

|  |  |
| --- | --- |
| **Job Purpose** | To carry out MOT/Taxi compliance testing in line with current legislation/council policy once authorised to do so.The post holder will support the department in continuing to deliver an efficient provision of routine maintenance, inspection and repair of vehicles, plant and equipment owned and operated by the authority/private customers and to ensure legal compliance with current legislation and operator licensing requirements. |
| **Liaises with** | Other members of department.Members of staff from other internal departments in Authority.Members of public.Private customers of the Authority.DVSA officials.Partner agencies. |

|  |  |
| --- | --- |
| **Duties of Role** | 1. To carry out repairs and maintenance of all classes of vehicles, plant and equipment owned or operated by the Authority, and private customers of the authority, whilst ensuring compliance with operator licensing requirements and any other legislation to which the vehicle, plant or equipment is subject to.
2. To carry out the scheduled servicing of vehicles, plant and equipment in accordance with manufacturer recommendations/requirements.
3. Be prepared to undertake any training identified by management which is deemed relevant to job role/service requirements, including off-site training courses.
4. To carry out MOT testing to prescribed DVSA standards on all classes of vehicle for which the post holder is qualified to test.
5. To undertake compliance testing on Private Hire/Hackney vehicles to prescribed DVSA/Tameside MBC standards.
6. To inspect, prepare and present all classes of vehicles for internal or external testing.
7. To steam clean vehicles, equipment and their components when required.
8. To complete all administration to required standard, including the use of IT/Fleet Management systems as required.
9. To learn to use, operate and where necessary demonstrate to service users the safe use of specialist municipal equipment.
10. To observe all instructions with regard to health and safety, to work within the requirements of the Health and Safety at Work Act and Tameside MBC corporate health and safety policy.
11. To carry out diagnostic testing, and to identify and rectify faults on hydraulic, pneumatic, electrical and electronic systems including the interpretation of technical information/diagrams.
12. To identify, aid the order process where required, and complete parts requisitions with internal stores staff.
13. To drive all classes of vehicle for which the post holder is licensed.
14. To operate all items of equipment for which the post holder is licensed (where required) or has been deemed competent in its use.
15. To carry out welding, hot work and fabrication where deemed competent to do so.
16. To ensure the security of Council buildings, property and vehicles where required.
17. To provide, and maintain a comprehensive tool kit, relevant to a vehicle maintenance workshop.
18. To work at other locations both inside and outside the Borough as required, including attendance of breakdowns on site and roadside and to complete dynamic risk assessments before commencing work when off depot site.
19. To continue with, and uphold own self development; keeping current with changes and advancements in relevant technologies, legislations, regulations and standards.
20. To maintain the cleanliness of all work areas within the depot.
21. To pre-inspect all tooling, equipment and diagnostic machinery, return to correct storage and report any defects of equipment and building installations to shift supervisors.
22. To assist and mentor trainees within the workplace.
23. As an employee of the authority to be responsible for the implementation of the Councils Equal Opportunities Policy.
24. Any other duties as required by management which is commensurate with the level of responsibility/grade of the post.
 |
| **Date Produced** | 09/04/2019  |

**Person Specification –Vehicle Fitter F79**

**Service Area - Transport Services**

**Recruitment Reference -**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Assessment Method** | **Essential** | **Desirable** |
| 1. City & Guilds/NVQ Level 3 or equivalent qualification in Vehicle Maintenance and Repair.
 | Application Form/Interview (Sight of Certificate) | **✓** |  |
| 1. Good written and oral communication skills.
 | Application Form/Interview | **✓** |  |
| 1. Proven experience of working within a large workshop environment.
 | Application Form/Interview | **✓** |  |
| 1. Previous experience in the diagnosis of faults, repairs and maintenance of municipal vehicles/plant and equipment’s.
 | Application Form/Interview |  | **✓** |
| 1. Good working knowledge of hydraulic systems.
 | Application Form/Interview |  | **✓** |
| 1. Good working knowledge/skills in the diagnosis of faults and repairs of electrical systems.
 | Application Form/Interview |  | **✓** |
| 1. Possession of a Class B driving licence.
 | Application Form/Interview | **✓** |  |
| 1. Possession of a Class C (LGV) driving licence.
 | Application Form/Interview |  | **✓** |
| 1. The ability to demonstrate a good understanding of Operator Licensing requirements and undertakings.
 | Application Form/Interview |  | **✓** |
| 1. Experience in the use of computer based diagnostic equipment.
 | Application Form/Interview |  | **✓** |
| 1. The ability to demonstrate an understanding of good customer care practices.
 | Application Form/Interview |  | **✓** |
| 1. Proven experience of MOT preparation and knowledge of MOT testing standards (HGV/PCV vehicles).
 | Application Form/Interview |  | **✓** |
| 1. Possession of FTA/VOSA (DVSA) or equivalent vehicle inspector training certificate.
 | Application Form/Interview |  | **✓** |
| 1. The ability to demonstrate a good understanding of Health and Safety requirements and regulations.
 | Interview | **✓** |  |
| 1. Good level of physical fitness to cope with the demands of manual work, work in confined spaces and work at height.
 | Interview/Medical Assessment | **✓** |  |
| 1. Class IV/V/VII nominated MOT tester.
 | Application Form/Interview | **✓** |  |
| 1. The ability to work on own initiative and with minimal supervision.
 | Application Form/Interview | **✓** |  |
| 1. The ability to work at height.
 | Application Form/Interview | **✓** |  |
| 1. Possession of basic computer skills (Microsoft packages – fleet management software experience an advantage).
 | Application Form | **✓** |  |
| 1. Good understanding of equal opportunities.
 | Interview | **✓** |  |
| 1. Possession of comprehensive set of tooling relevant to vehicle maintenance.
 | Interview | **✓** |  |