

# VEHICLE TECHNICIAN



**PLYMOUTH**  
CITY COUNCIL

## Role Profile

<b>Title</b>	Vehicle Technician	
<b>Grade</b>	GRADE E	
<b>Reference:</b>	<b>N499</b>	
<b>Reports to:</b>	Workshop Shift Manager	
<b>Work style Definition</b>	Fixed base office worker	
<b>Job Type:</b>	Frontline Worker	
<b>Primary purpose of role</b>	To deliver a high-quality service in the undertaking of servicing, inspections, maintenance and repairs to vehicles and other miscellaneous equipment. To maintain the safe and efficient operation of the Councils Fleet and Commercial Fleet and Garage Services.	
<b>Key accountabilities and key measures</b>	<p><b>Role outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Service and maintain vehicles and equipment to ensure the operational delivery of Council services (40%)</li> <li>▪ Support the operational delivery of Council services through attending, diagnosis, repair and recovery of vehicle breakdowns (5%)</li> <li>▪ Undertake vehicle safety checks and inspections (30%)</li> <li>▪ Ensure the site, vehicles, tools and equipment is secure at all times (10%)</li> <li>▪ To maintain a clean and safe working environment (10%)</li> <li>▪ Maintain an awareness of changes to guidance, practices and procedures (5%)</li> </ul>	<p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>▪ Work within Health &amp; Safety policy and guidelines, Garage processes, procedures and safe working practices.</li> <li>▪ Accuracy and completion of all service and inspection records</li> <li>▪ Accuracy of fault diagnosis and defect identification with servicing and inspections</li> <li>▪ Maintain all vehicles to ensure compliance to legal standards</li> <li>▪ Undertaking works, repairs and maintenance tasks to a high standard</li> <li>▪ Productivity of servicing, inspections and repairs to vehicles and equipment</li> </ul>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Undertake a comprehensive range of mechanical works in the undertaking of maintenance, inspection, service and repair works to vehicles and equipment in the Council's Garage and to complete various service records in relation to the servicing, inspection and all works undertaken to vehicles and equipment (45%)</li> <li>▪ Attend vehicle breakdowns and diagnose vehicle defects to determine serviceability of vehicle, recover vehicle breakdowns and to undertake minor repairs on the road side (5%).</li> <li>▪ Undertake vehicle safety checks and inspections, including 'Operating</li> </ul>	

	<p>Licence' inspections on HGV vehicles as required and prepare for Ministry of Transport tests and inspections (30%).</p> <ul style="list-style-type: none"> <li>▪ Support trainees and apprentices by allocating duties, motivating and giving on the job training (5%)</li> <li>▪ Timely report any complex vehicle issues to the Workshop Shift Manager (5%)</li> <li>▪ Ensure the timely requesting of parts and equipment required in the undertaking of servicing and/or repairs to the Workshop Stores Coordinator (5%)</li> <li>▪ Maintain an up to date knowledge of new diagnostic systems and equipment used in the maintenance, inspection, testing and servicing of vehicles (training provided by the Council) (5%)</li> <li>▪ Undertake other duties appropriate to the grade of the post</li> </ul>
<b>Essential qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>▪ LGV Driving licence</li> <li>▪ City and Guilds (or equivalent) in Vehicle Maintenance.</li> <li>▪ Knowledge of Health and Safety in the workplace and of its importance in a workshop environment</li> <li>▪ Lifting Operations and Lifting Equipment Regulations (LOLER) certified</li> <li>▪ Knowledge of servicing, maintaining and inspecting a wide range of commercial vehicles</li> </ul>
<b>Desirable qualifications/knowledge</b>	<ul style="list-style-type: none"> <li>▪ Valid MOT examiner certificate</li> <li>▪ HGV - Driving licence</li> <li>▪ Knowledge of the Civica Tranman system</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in a garage environment</li> <li>▪ Experience of fault finding and diagnosis of vehicle defects</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working in a commercial garage</li> <li>▪ Experience of using the Civica Tranman system</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Required to lift, carry and use tools –material and machinery, as well as operating machinery and other specialist tools/machinery.</li> <li>▪ To interpret schedules of work, specifications and plans to ensure work is done to the required standards, on time and within budget.</li> <li>▪ Organisation and planning skills and the ability to prioritise workload in a methodical way to meet conflicting deadlines to ensure service business needs are met</li> <li>▪ Communication skills in liaising with colleagues, managers, clients and manufacturers/suppliers and in the provision of general advice and guidance on vehicles/machinery</li> <li>▪ Computer keyboard and touchscreen skills in the operation of garage systems and record keeping</li> </ul>
<b>Corporate standards</b>	
<ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance</li> </ul>	

standards, safe systems of work and procedures.

- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.