

# Job Description and Person Specification



# Job Description

<b>Job Title</b>	MOT Tester
<b>Grade</b>	G5
<b>Service</b>	Fleet Management
<b>Reports to</b>	Workshop Service Supervisors
<b>Location</b>	Whitley Depot
<b>Job Evaluation Code</b>	A5869



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

1. To undertake Class 4, 5, and 7 MOT Testing.
2. To undertake inspection, repair and servicing of fleet vehicles as required.
3. To ensure all work undertaken is completed effectively, efficiently and is of a high standard of quality.

## Main Duties & Key Accountabilities

### Core Knowledge

1. To undertake Class 4, 5, and 7 MOT tests on fleet vehicles, private vehicles, and taxis to DVSA Standards.
2. In conjunction with taxi MOT tests, carry out additional taxi testing according to the Coventry City Council 's Hackney Carriage & Private Hire Vehicle Inspection Manual.
3. To carry out periodic safety inspections to fleet vehicles of the classes above, in accordance with legislative requirements, approved guidelines and set procedures.
4. To undertake the routine servicing of vehicles.
5. Diagnose and undertake general repairs to fleet vehicles.
6. Perform diagnostic investigations into vehicle faults such as ABS systems, DPF systems and provide reports on faults found.
7. Undertake air-conditioning system servicing and repairs
8. To give roadside assistance to broken down vehicles, including recovery to the workshop.
9. To undertake localised steam cleaning of vehicles, plant, equipment or components.
10. To inform supervising officer of vehicles or items of equipment which are unsafe or do not comply with statutory regulations.

11. Undertake the regular reporting of vehicle and plant maintenance progress.
12. To advise on the condition and serviceability of all lifting gear, chains and special tools.
13. To undertake emergency duties outside normal hours, if required. This excludes standby/call out arrangements (for example Winter Gritting) unless undertaken on a voluntary basis.
14. To work in accordance with the shift system, subject to prior notice and consultation.
15. To be responsible for working under own initiative especially when working away from main workshop.
16. To record full details of work undertaken accurately and correctly, together with completion of all work related documentation and records.
17. To leave the workplace clean, tidy and safe, and assist in maintaining the general cleanliness and tidiness of the workshop.
18. To undertake training and supervision of apprentices.
19. To maintain the Coventry City Council's reputation for good public relations by their actions.
20. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Taxi Drivers Private MOT Customers	<b>Internal</b> Drivers
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:**

N/A

## Person specification

<b>Job Evaluation Code</b>	A5869
<b>Knowledge</b>	
<ul style="list-style-type: none"><li>• Repair and Maintenance of car, and light goods vehicles.</li></ul>	
<ul style="list-style-type: none"><li>• Knowledge of carrying out MOT testing to DVSA standards</li></ul>	
<ul style="list-style-type: none"><li>• Detailed knowledge and awareness of the MOT testing Manual.</li></ul>	
<ul style="list-style-type: none"><li>• Knowledge of workplace health and safety</li></ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"><li>• Diagnostic skills in relation to the repair and maintenance of vehicles</li></ul>	
<ul style="list-style-type: none"><li>• Ability to work under pressure</li></ul>	
<ul style="list-style-type: none"><li>• Teamwork</li></ul>	
<ul style="list-style-type: none"><li>• Able to keep written records and complete work-related documents.</li></ul>	
<ul style="list-style-type: none"><li>• Flexible approach to work and ability to adapt to changing working environment (including shift pattern) to meet customer needs.</li></ul>	
<ul style="list-style-type: none"><li>• Ability to work under/on vehicles at varying heights.</li></ul>	
<ul style="list-style-type: none"><li>• Computer Skills</li></ul>	
<b>Experience</b>	
<ul style="list-style-type: none"><li>• Experience of MOT testing a wide range of vehicles</li></ul>	
<ul style="list-style-type: none"><li>• General Practical experience in fleet servicing, repairs, and inspection of cars and light commercial vehicles.</li></ul>	
<ul style="list-style-type: none"><li>• Good customer service experience</li></ul>	

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent</li> </ul>
<ul style="list-style-type: none"> <li>• A valid MOT testing licence</li> </ul>
<ul style="list-style-type: none"> <li>• F Gas trained with certificate</li> </ul>
<b>Special Requirements</b>
<ul style="list-style-type: none"> <li>• Will be required to drive motor vehicles in the course of his/her duties and should be in possession of a current car driving licence (with a maximum of 3 penalty points - speeding only with points for any parking offences exempt).</li> </ul>

<b>Date Created</b>	October 2022	<b>Date Reviewed</b>	October 2022
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