Job Description
and
Person Specification





Job Description

Job Title	Workshop Support Assistant
Grade	G4
Service	Fleet Management
Reports to	Workshop Service Supervisors
Location	Whitley Depot
Job Evaluation Code	C6219D



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 learn the trade and skills required to undertake the service, repair and maintenance of vehicles, plant and equipment in accordance with legislative and health and safety requirements, planned inspection schedule, and agreed procedures and targets.

2. To ensure all work undertaken is completed effectively, efficiently and is of a high standard of quality.

Main Duties & Key Accountabilities

Core Knowledge

1. Fully attending all training courses, college courses and personal development prescribed by the Council.

2. Learning the skills required to maintain service and repair the full range of vehicles, plant, and equipment operated by Coventry City Council (including those located away from the main workshop).

3. To undertake comprehensive training and learn the skills needed to carry out fault diagnosis.

4. Assisting with the undertaking of periodic safety inspections of all vehicles and plant held or serviced by Coventry City Council, in accordance with legislative requirements, approved guidelines, and set procedures.

5. To assist with the undertaking of MOT and/or Taxi inspections.

6. To accompany a Fleet Technician giving roadside assistance to broken down vehicles, including recovery to the workshop.

7. To undertake comprehensive training in fault diagnosis.

8. To gain the knowledge and skills required to undertake general fleet electrical work.

9. To gain the knowledge and skills required to undertake basic welding, fabrication, and minor body repairs on vehicles, plant, or equipment.

10. To undertake general steam cleaning of vehicles, plant or equipment, engines and general vehicle components.

11. To record full details of work undertaken accurately and correctly, together with completion of all work related documentation and records including electronic data systems.

12. To leave the workplace cleans, tidy and safe, and assist in maintaining the general cleanliness and tidiness of the workshop.

13. To maintain the Coventry City Council's reputation for good public relations by their actions.

- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Suppliers	Procurement representatives Internal Customers

Standard information

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

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.
This position also has a requirement where the learner must complete the training provided by WGTA in the time that has been laid out of 2 years failure to complete the training could result in termination of employment.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
• Practical knowledge of preventative maintenance inspections and a good understanding of vehicles and the operational needs	
• How to gather information from a variety of sources, identify key issues and provide advice to customers on resolution	
• Knowledge of health and safety regulations and legislative requirements relative to the workplace environment	
Skills and Abilities	
• Numerate and able to undertake basic calculations accurately and quickly.	
• Organise and prioritise own work to meet conflicting deadlines	
• To be accountable and responsible for own performance and the quality of output of team	
• Ability to work under the broad direction of the Workshop Service Supervisors and/or Workshop Technical Engineer, display initiative and independent action and work with minimum supervision.	
• To work well as an individual and as a wider team in the workshop	
• Ability to operate computer systems and input data accurately and speedily.	
• Able to lift materials up to 30 kg on a regular basis.	
• Ability to climb stairs on a regular and daily basis.	
Experience	
• Practical experience of working in a workshop environment.	
• A good understanding of the business needs.	
• Use of IT in a workshop environment including experience of diagnostics	
Qualifications	
• Good Level of Education	

Special Requirements
• Will be required to drive motor vehicles and operate a fork lift truck (or similar lifting equipment) in the course of his/her duties • Possession of a current driving licence

Date Created	October 26	**Date Reviewed**	October 26