

# Job Description and Person Specification

## Fleet Technician

Job Details	
<b>Grade</b>	6
<b>Service</b>	Fleet Management
<b>Location</b>	Whitley Depot
<b>Job Evaluation Code</b>	Z9054L

Coventry City Council Values
<p>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:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

1. 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**

To maintain, service and repair all types of vehicles, plant, and equipment (including those located away from the main workshop)

To undertake 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

To repair, service and inspect specialist (refuse, gully, sweepers etc.) and other heavy goods vehicles and plant according to instructions

To undertake MOT and/or Taxi inspections

To give roadside assistance to broken down vehicles, including recovery to the workshop

To undertake fault diagnosis

To undertake general fleet electrical work

To undertake welding, fabrication, and minor body repairs on vehicles, plant or equipment

To undertake localised steam cleaning of vehicles, plant, equipment or components

To inform supervising officer of vehicles or items of equipment which are unsafe or do not comply with statutory regulations

Undertake the regular reporting of vehicle and plant maintenance progress

To advise on the condition and serviceability of all lifting gear, chains and special tools

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

To work in accordance with the shift system, subject to prior notice and consultation

To be responsible for working under own initiative especially when working away from main workshop

To record full details of work undertaken accurately and correctly, together with completion of all work related documentation and records
To leave the workplace clean, tidy and safe, and assist in maintaining the general cleanliness and tidiness of the workshop
To undertake training and supervision of apprentices
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:	Nuneaton Borough Council representatives Vehicle Test Facilities Drivers	Internal:	Drivers and vehicle operatives

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p><b>Training</b> The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for

Person Specification

<b>Requirements</b>	
Knowledge	Repair and Maintenance of car, light and heavy goods vehicles or grounds care plant & equipment
Knowledge	Working knowledge of hydraulic systems on LGV/HGV vehicles and grounds care equipment
Knowledge	Knowledge of workplace health and safety
Skills And Ability	Diagnostic skills in relation to the repair and maintenance of vehicles or grounds care plant & equipment
Skills And Ability	Ability to work under pressure
Skills And Ability	Teamwork
Skills And Ability	Able to complete written records and work-related documents
Skills And Ability	Flexible approach to work and ability to adapt to changing working environment (including shift pattern) to meet customer needs
Skills And Ability	Ability to work under/on vehicles at varying heights
Skills And Ability	Ability to lift materials up to 30kg on a regular basis
Experience	Extensive practical experience in fleet service, repair and maintenance including plant and large commercial vehicles
Experience	Practical experience in general hydraulic, electrical and welding repairs
Qualification	City & Guilds Parts 1, 2 and/or 3 in Motor Vehicle Maintenance Craft. (or equivalent)
Special Requirements	Will be required to drive motor vehicles in the course of his/her duties and should be in possession of a current Category 'C' LGV and car driving licence (with a maximum of 3 penalty points - speeding only with points for any parking offences exempt).

<b>Declaration</b>			
Reviewed/Created By:	Dave Jones		
Job Title:	Workshop Engineering Manager	Date:	July 2025

