

Job Description and Person Specification

MOT Tester

Job Details	
Grade	5
Service	Fleet Management
Location	Whitley Depot
Job Evaluation Code	A5869

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

Job Purpose
<ol style="list-style-type: none"> 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
To undertake Class 4, 5, and 7 MOT tests on fleet vehicles, private vehicles, and taxis to DVSA Standards.
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.
To carry out periodic safety inspections to fleet vehicles of the classes above, in accordance with legislative requirements, approved guidelines and set procedures.
To undertake the routine servicing of vehicles.
Diagnose and undertake general repairs to fleet vehicles.
Perform diagnostic investigations into vehicle faults such as ABS systems, DPF systems and provide reports on faults found
Undertake air-conditioning system servicing and repairs
To give roadside assistance to broken down vehicles, including recovery to the workshop
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:	Taxi Drivers Private MOT Customers	Internal:	Drivers

Standard Information
<p>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.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	Repair and Maintenance of car, and light goods vehicles
Knowledge	Knowledge of carrying out MOT testing to DVSA standards
Knowledge	Detailed knowledge and awareness of the MOT testing Manual
Knowledge	Knowledge of workplace health and safety
Skills And Ability	Diagnostic skills in relation to the repair and maintenance of vehicles
Skills And Ability	Ability to work under pressure

Skills And Ability	Teamwork
Skills And Ability	Able to keep written records and complete 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	Computer Skills
Experience	Experience of MOT testing a wide range of vehicles
Experience	General Practical experience in fleet servicing, repairs, and inspection of cars and light commercial vehicles
Experience	Good customer service experience
Qualification	NVQ Level 3 or equivalent
Qualification	A valid MOT testing licence
Qualification	F Gas trained with certificate
Special Requirements	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).

Declaration			
Reviewed/Created By:	Dave Jones		
Job Title:	Workshop Engineering Manager	Date:	February 2025