

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Fleet Technician
<b>Grade</b>	G6
<b>Service</b>	Fleet Management
<b>Reports to</b>	Workshop Service Supervisors
<b>Location</b>	Whitley Depot
<b>Job Evaluation Code</b>	Z9054L



## 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 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. To maintain, service and repair all types of vehicles, plant, and equipment (including those located away from the main workshop).
2. 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.
3. To repair, service and inspect specialist (refuse, gully, sweepers etc.) and other heavy goods vehicles and plant according to instructions.
4. To undertake MOT and/or Taxi inspections.
5. To give roadside assistance to broken down vehicles, including recovery to the workshop.
6. To undertake fault diagnosis.
7. To undertake general fleet electrical work.
8. To undertake welding, fabrication, and minor body repairs on vehicles, plant or equipment.
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> Nuneaton Borough Council representatives Vehicle Test Facilities Drivers	<b>Internal</b> Drivers and vehicle operatives
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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>	Z9054L
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>Repair and Maintenance of car, light and heavy goods vehicles, or grounds care plant &amp; equipment</li> </ul>	
<ul style="list-style-type: none"> <li>Working knowledge of hydraulic systems on LGV/HGV vehicles and grounds care equipment</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 or grounds care plant &amp; equipment.</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 complete written records and 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>Ability to lift materials up to 30kg on a regular basis</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Extensive practical experience in fleet service, repair and maintenance including plant and large commercial vehicles.</li> </ul>	
<ul style="list-style-type: none"> <li>Practical experience in general hydraulic, electrical, and welding repairs</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>City &amp; Guilds Parts 1, 2 and/or 3 in Motor Vehicle Maintenance Craft. (or equivalent)</li> </ul>	
<ul style="list-style-type: none"> <li>Evidence of continuous professional development</li> </ul>	

**Special Requirements**

- Will be required to drive motor vehicles in the course of the 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).

**Date Created**

September 2018

**Date Reviewed**

December 2022