



Coventry City Council

Job Description

Post:	Fleet Technician	Job Number:	
Service:	Fleet and Workshops	Post Number:	001320
Location:	Whitley Depot	Grade:	6

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.

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 and Responsibilities:

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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for:

Responsible to: Workshop Service Supervisors

Date Reviewed: May 2021

Updated: May 2021



Coventry City Council

Person Specification

Post:	Fleet Technician	Job Number:	Z9054L
Service:	Fleet and Workshops	Post Number:	001320
Location:	Whitley Depot	Grade:	6

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Repair and Maintenance of car, light and heavy goods vehicles or grounds care plant & equipment• Working knowledge of hydraulic systems on LGV/HGV vehicles and grounds care equipment• Knowledge of workplace health and safety
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Skills and Abilities:	<ul style="list-style-type: none">• Diagnostic skills in relation to the repair and maintenance of vehicles or grounds care plant & equipment.• Ability to work under pressure• Teamwork• Able to keep written records and complete work related documents.• Flexible approach to work and ability to adapt to changing working environment (including shift pattern) to meet customer needs.• Ability to work under/on vehicles at varying heights.• Able to lift materials up to 30 kg on a regular basis.
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Experience:	<ul style="list-style-type: none">• Extensive practical experience in fleet service, repair and maintenance including plant and large commercial vehicles.• Practical experience in general hydraulic, electrical and welding repairs.
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Educational:	<ul style="list-style-type: none">• City & Guilds Parts 1, 2 and/or 3 in Motor Vehicle Maintenance Craft. (or equivalent)• Evidence of continuous professional development•
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Special Requirements:	<ul style="list-style-type: none">• 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).
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