



Coventry City Council

## Job Description

<b>Post:</b>	Apprentice Fleet Technician	<b>Job Number:</b>	
<b>Service:</b>	Fleet and Workshops	<b>Post Number:</b>	1024390
<b>Location:</b>	Whitley Depot	<b>Grade:</b>	

### 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 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 and Responsibilities:

The post holder will be responsible under direct supervision for:

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.
14. To undertake other such duties that are within the spirit and the scope of the job, its title and its grading and that may be identified as the Service is developed and refined.

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:** N/A

**Responsible to:** Workshop Service Supervisors

**Date Reviewed:** September 2021

**Updated:** September 2021



Coventry City Council

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• A basic understanding of mechanical or electrical components</li><li>• Basic knowledge of workplace health and safety</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Be capable of carrying out instructions accurately and methodically</li><li>• Be able to accurately identify, when looking at, colouring of wiring used in the construction of vehicles, plant &amp; equipment</li><li>• Able to keep accurate written records and complete work related documents.</li><li>• Able to work as a member of a team.</li><li>• Ability to work with electronic data systems.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• No previous mechanical experience required, although would be advantageous</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• At least a GCSE 3/D (or Level 1 Functional Skills) in Maths and English</li><li>• The ability to complete Maths and English Functional Skills level 2 as part of the apprenticeship if not exempt.</li><li>• UK current driving license would be desirable but not essential</li></ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Must not have already completed the Level 3 Heavy Vehicle Service &amp; Maintenance Apprenticeship Standard</li><li>• Must possess a keen and willing attitude to work</li><li>• Must be able to lift and secure in place vehicle components weighing up to 20kg.</li><li>• Ability to work in a range of awkward and sometimes unpleasant positions and vehicle environments</li></ul>
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**Date Reviewed:** September 2021

**Updated:** September 2021