

<b>Post title</b>	Vehicle Examiner
<b>Division / Section</b>	<b>Environment, Travel &amp; Fleet Services</b>
<b>Department</b>	<b>Services for Communities</b>
<b>Responsible To</b>	Senior Vehicle Examiner
<b>Number of post holders</b>	8
<b>Acting up/ Secondment</b>	Permanent

#### **Purpose of Job**

To carry out Fitness For Use checks (MOT'S) and Licensing condition checks, on Taxi's and private hire vehicles on Behalf of City of Edinburgh, Midlothian Council and West Lothian Council.

#### **MAJOR TASKS/JOB ACTIVITIES**

Testing and examining of all taxis and private hire vehicles to a standard as defined by the DVSA (Driver and Vehicle Service Agency) and member authorities.

To identify any vehicle defects and consider whether a vehicle is compliant with the current DVSA (mot) standards and those of the partner Licensing authorities.

To ensure that all specialist vehicle Licensing conditions as detailed by the Licensing Authorities are fully complied with.

To complete DVSA (MOT) inspection documentation issue certificate, issue a Taxi or Private Hire licensing conditions compliance after successful vehicle examination, updating all systems as appropriate including current Fleet Management Systems.

Undertake on-street compliance duties including selective vehicle examinations and document checks.

Where appropriate issue rectification or prohibition notices with some immediate suspensions to a vehicle taxi or private hire licences. Ensuring that remedial work is planned and implemented and the Senior Vehicle Examiner is updated.

Participate in compliance partnership initiatives with external agencies to ensure construction and use regulations and Licence conditions are being met

Report all findings and ensure follow up procedures are in place.

Calibrate, certify, sealtaxi and private hire car meters.

Work to agreed times for all inspections

Road test vehicles and carry out road side compliance checks

Required to carry out administration duties as directed by Senior Vehicle Examiner. These duties will include technical enquiries relating to the current licensed vehicle and general Administration duties depending on the volume of work or to cover absences.

Receive payment from customer on behalf of City of Edinburgh Council (Both cash and Card payments).

Prepare paperwork and bank money inline with current Council Finance procedures.

Carry out all work in accordance with the Council's Health & Safety policy.

Attend specialist training and participate in cascade training to keep fully conversant with current vehicular legislation, and DVSA standards.

To process all other relevant information, liaise with licence applicants and arrange suitable vehicle examination appointments.

Participate in the topographical testing of private hire drivers to ensure they meet the required standards

#### **Supervision and Management of People (Numbers and type of staff)**

None

#### **Creativity and Innovation**

Deal appropriately with members of the public, service users, clients, staff, external agencies and service providers when undertaking duties.

There should also be an ability to adapt to changing procedures and policies throughout the Service. Ability to contribute to the development of the service.

#### **Supervision Received**

Manage day to day workloads without immediate supervision, consulting the line manager for more complex enquiries, non-routine work or specialist guidance or required.

### **Contacts and Relationships**

Members of the public, service users, clients, staff, external agencies and service providers.

Liaison with DVSA, (VOSA), manufacture's technical engineers, component suppliers etc to seek advice and confirmation of standards.

Will regularly be required to deal with irate or disappointed customers who do not agree with the actions taken.

### **Decisions (Discretion)**

Expected to be able to resolve enquiries and/or complaints at first point of contact, use initiative to take action if necessary, reprioritise as circumstances change and must decide when problems or decisions should be referred to relevant service officers / supervisory staff or Police Scotland.

### **Decisions (Consequences)**

Allocated tasks which must be undertaken to ensure the smooth running of the service. The ability to respond appropriately and effectively to enquiries / tasks will impact on the quality of the service provision.

### **Resources**

Vehicles inspection and test equipment. Shared responsibility for the collection of £6,000 per day

### **Environment – Work Demands**

#### **Environment – Physical**

Required to carry out sedentary duties as well as manual work on a daily basis dependant on workloads and climactic conditions. The split would be 80% workshop based, 20% office based approximately 60% of workshop time is physically demanding involving the inspection of vehicles approximately 10% of the time is spent exposed to weather conditions, exposure to noise is about 50% of the day, exposure to vibration by use of tools approximately 10% of their day. Time is split between vehicle inspections, issuing jobs, raising job cards, answering enquiries from public, users, contractors etc. The post holder will be expected to work at any of the Travel and Fleet Service locations.

#### **Environment – Working conditions**

In the course of duties be subjected to extreme weather conditions and also internal working due to the nature of work arising though it would be impractical to quantify frequencies. The post is also subject to noise and vibration effects which are monitored and controlled.

## **Environment – Work Context**

The post requires constant risk assessment and analysis in terms of vehicle movements, using power tools and sharp objects. Occasional challenging behaviour may be encountered by staff from operators or members of the public. Risk assessments and health and safety guides are available and are reviewed annually.

## **Knowledge and Skills**

Must be a fully skilled and qualified tradesperson (City & Guilds level three or equivalent experience.) A clean driving licence is essential. A demonstration of good communication skills is required. Membership of a professional body (IRTE) or equivalent would be desirable.

Hold a valid DVSA (MOT) Tester Certificate (Class IV). If the Post holder does not hold this certificate one must be attained within six months of appointment.

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

## **Organisation Structure**

*(attach structure - specific to area of operation).*