

<b>Post title</b>	Vehicle Maintenance Technician
<b>Division / Section</b>	<b>Fleet and Workshops - Environment</b>
<b>Department</b>	<b>Place</b>
<b>Responsible To</b>	Team Leader
<b>Number of post holders</b>	
<b>Acting up/ Secondment</b>	Permanent

### Purpose of Job

To carry out repairs and testing to vehicles and plant as required: ensuring that repairs are carried out to a high standard inline with manufacturer's recommendations. VOSA regulations and recognised work practices and times.

Contribute to delivering Best Value solutions whilst maintaining the Fleet Service core values.

### Major Tasks/ Job Activities

- Repair and maintain vehicles up to VOSA / manufacturer standards 90%.
- MOT Testing (where appropriate qualifications are held) 5%
- Providing on the job training and guidance to apprentices and other colleagues 5%
  
- Post holder must be fully time served and certified and have an extensive knowledge of a variety of models of LGV, light commercial, cars and plant.
- Carry out repairs as directed by Workshop Supervisor which will require you to have other associated trade skills to ensure repairs comply with legal and manufacturing standards.
- Ensure all works are carried out in a cost effective manner consistent with the requirements to achieve best value.
- Request parts as required ensuring best value is achieved whilst optimising vehicle availability.
- Utilise diagnostic equipment available to assist with fault diagnosis and rectification.
- Completion of documentation whether paper or electronic to ensure accurate maintenance records are held for customer vehicles.
- Cleaning and preparing vehicles and parts for maintenance purposes.
- Utilise ICT systems to gain information on vehicle repair processes, requirements, specialist tools and part identification.
- Utilise specialist tools as required ensuring they are checked and any issues reported to Workshop Supervisor as required.
- Keep up to date with required trade qualifications and current vehicle legislation.
- Complete jobs within required timescale.
- Comply with H&S policies and carry out on site risk assessments for jobs undertaken.
- Responsibility for safe keeping and usage of all tools, equipment, PPE, ICT equipment and uniforms.
- Responsibility for allocated vehicle and driving with care.
- Responsibility for van stock, replenishment and associated paperwork

- Participating in 'out of hours' emergency rota.
- Ensure site of job is left clean and safe
- To highlight any training or up-skilling required to carry out the duties of the post holder or complementary duties of the post as effectively as possible.
- Participate in team meeting, performance reviews, training etc as required.
- Undertake any other reasonable duties as directed by the Workshop Supervisor.
- Utilise monitors to record Hand and Arm vibrations (currently HAV meters) ensuring usage is controlled within acceptable levels.
- Ensure all personal Tools and equipment is maintained to an acceptable level inline with Health and Safety requirements.
- Operate specialist tools and equipment (with appropriate qualification/training as required).

### **MOT Testing (where appropriate qualifications are held)**

- Carry out MOT tests to VOSA regulations
- Use VOSA IT system to record and issue MOT Certificates and failure notifications
- Carry out and participate in VOSA approved quality check system.
- Ensure MOT Test station is maintained to an appropriate level reporting any issues to Workshop Supervisor as required.
- The postholder must ensure they are up to date with all current and proposed MOT testing requirements.

### **Supervision and Management of People**

Post holders will be responsible for guidance and development of Modern Apprentices and additional training schemes in partnership with City of Edinburgh Council.

### **Creativity and Innovation**

The potholder will be required to analyse, diagnose and carry out a variety of work in all aspects of vehicle repairs. This includes risk assessments, problem solving and ensuring safe working practices are adopted at all times.

Liaise with Workshop Supervisors, Stores staff, Drivers, approved sub-contractors and other customers to provide technical resolutions to issues arising.

### **Contacts and Relationships**

The potholder will be required to develop and maintain effective relationships with a diverse range of people and organisations including Stores staff, Drivers, Approved Sub-Contractors, customers and the general public.

### **Decisions (Discretion)**

The potholder will be required to make decision on:

- The most effective way to resolve vehicle faults and repair requirements whilst ensuring best value is achieved and vehicle safety is optimised.
- Risk assess every job/task
- Inform supervisor of any extended work periods which may impact on vehicle availability and meeting repair deadlines.
- Identify and inform Workshop Supervisor of any additional works required.

- Inform Workshop Supervisor of any perceived improper use of vehicles or equipment including any unauthorised modifications.

### **Decisions (Consequences)**

Decisions made could have an impact on vehicle safety, financial performance and vehicle availability. Wrong decisions could impact public safety, HSE guidelines, and vehicle availability and performance targets.

### **Resources**

- The post holder is responsible for the safe use of vehicles, plant, tools and IT equipment including mobile communications, diagnostic and vehicle testing equipment. Vehicles provided are for the sole use on Council Business only.
- The post holder is responsible for a range of vehicles including PCV's and LGV's while working on them.
- The post holder is responsible for the safe use and safekeeping while testing and driving them and for the safe use and safekeeping of LGV recovery vehicles.
- Vehicles provided are for use on Council Business only.
- The post holder is responsible for the safe use of all plant including hydraulic, pneumatic and welding equipment also IT and specialist electronic diagnostic equipment.
- The post holder will carry up to £8k of plant equipment and £1k of stock within the van allocated to them.
- They are fully responsible for the safekeeping, monitoring and replenishment of these resources.
- The post holder is required to complete vehicle check sheets, standby sheets and job repair cards.
- Post holder will keep records of manufacturer's technical advice, bulletins and recalls.

### **Environment – Work Demands**

The potholder is fully responsible for completing the repair once a full assessment has been carried out by them. They are expected to make the assessment and inform the Workshop Supervisor.

### **Environment – Physical**

This is an operational post and physical demands such as manual handling, carrying, bending, stretching, kneeling, working at heights and generally working in small awkward / confined spaces are required as part of the job.

The potholder is required to carry out their remit as set out in the Management of Health and Safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992.

### **Environment – Working conditions**

The post may require working in conditions for long periods of time features include:

- The duties of the post are subject to noise and vibration effects which are monitored and controlled.
- Post holder is required to work on cleansing vehicles which present significant associated health risks and extremes of dirt and waste
- Dusty
- Extremely dirty
- Outside in extreme weather conditions
- Working in confined spaces
- Working at heights.

Care should be exercised in the following:

- Prolonged use of tools and plant equipment in accordance with the Council's policy and guidelines. Health and safety guidelines with risk assessments should be adhered to.
- Movement of vehicles and plant.

### Knowledge and Skills

The potholder **must** have:

- An approved recognised trade qualification e.g. City & Guilds, SVQ level 3 or equivalent.
- **Post holders must be fully qualified and hold professional certification in at least one of the desirable skills listed**
- The potholder must be conversant with multiple skills to maintain a modern vehicle and plant fleet.
- Good communication skills including ability to communicate technical information to colleagues and customers.
- Working knowledge of all current Health and Safety legislation and best practice.
- Flexibility is essential to ensure effective and efficient service delivery.

Other desirable skills include:

- LGV driving licence.
- Forklift Truck Licence.
- Plant and Equipment certificates e.g. Hiab, etc.
- Authorised Tester status.
- Heating and burning certificates.
- Knowledge of Vehicle hydraulics and pressure systems.
- Knowledge of electronic and can-bus systems
- A full **clean** driving licence.

### 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).*