

POST TITLE	VEHICLE MAINTENANCE APPRENTICE TECHNICIAN
DIRECTORATE	PLACE
SERVICE	FLEET SERVICES
RESPONSIBLE TO	VEHICLE MAINTENANCE TECHNICIAN
NUMBER OF POST HOLDERS	
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

To carry out repairs and testing to all HGV and LCV vehicles and plant as required. This includes risk assessments, problem solving and ensuring safe working practices are adopted at all times. Repairs are carried out to a high standard in line with manufacturer's recommendations, DVSA regulations and recognised work practices and times.

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

To complete the Vehicle Maintenance and Repair Level 3 apprenticeship qualification.

THE WHAT

- Repair and maintain vehicles to DVSA/manufacturer standards, ensuring completion of jobs within required timescale.
- Obtain necessary qualification to present vehicles for MOT Testing as and when required.
- Ensure all works are carried out in a cost-effective manner consistent with the requirements to achieve best value.
- Cleaning and preparing vehicles and parts for maintenance purposes.
- Comply with H&S policies and carry out on site risk assessments for jobs undertaken.
- Opportunity to participate in emergency out of hours breakdown rota.
- Ensure site of job is left clean and safe.
- Undertake further training and development as required to fulfil the needs of the service.
- Undertake any other reasonable duties as directed.
- Utilise monitor equipment to record Hand and Arm vibrations (currently HAV meters) ensuring usage is controlled within acceptable levels.
- Ensure all personal tools and equipment are maintained to an acceptable level in line with Health and Safety requirements.

THE HOW -

- Post holder must be willing to complete their full apprenticeship programme running over 4 years to ensure they obtain the minimum necessary experience and qualifications to be classed as fully time served and certified with knowledge of a variety of models of LGV, light commercial and plant including alternative fuelled vehicles.
- The Post holder will be expected with the support of a Vehicle Maintenance Technician to assist in the process of fully inspecting, repairing and maintaining Council Fleet Assets which must conform to DVSA maintenance standards signing documentation to state that a vehicle is fit for operation on the road. These Council assets includes waste vehicles, passenger cars, vans and welfare minibuses carrying vulnerable passengers.

- With the guidance of a Vehicle Maintenance Technician assist in the inspection, preparation and presentation of Council Fleet Assets for annual MOT test for which the organisation is monitored on performance of 'first time' pass rate by the DVSA.
- The post holder 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.
- Establish most effective way to resolve vehicle faults and repair requirements whilst ensuring best value is achieved and vehicle safety is optimised. Health & safety dynamic risk assessments on vehicle recovery.
- 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.

ENVIRONMENT

This post has physical demands such as manual handling (60%), carrying, bending, stretching, kneeling (15%), working at height (5%) and generally working in small / confined spaces (20%) are all required as part of the job.

The postholder 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.

The post may require working in conditions that can include:

- The subjection to noise and vibration effects (which are monitored and controlled) 50% of time
- Post holder is required to work on cleansing vehicles which are contaminated with multiple variants of waste debris 50% of time
- An often dusty and dirty workshop environment 80% of time
- Being outside in extreme weather conditions (40%).

SUPERVISION AND MANAGEMENT OF PEOPLE

None.

RESOURCES

The post holder is guided by an allocated Vehicle Maintenance Technician at all times through their Apprenticeship Programme and they will be guided by that individual.

The post holder is responsible for the safe use of vehicles, plant, tools and IT equipment including mobile communications, diagnostic and vehicle testing equipment.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).