



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Motor Vehicle Technician	Role Profile Number: PO 00003
Grade: N Salary:	Date Prepared: Dec 17
Directorate/Group: Streetsmart/Communities & Housing	Reporting to: Workshop Controller
Structure Chart attached:	Yes

Job Purpose

To carry out planned maintenance, inspection and preparation for MOT, and reactive repairs, to the Council's vehicle fleet to a highest service standards.

To carry out planned maintenance, inspection, preparation, service and repair to the Councils Horticultural fleet and also to all Tool, Plant and Equipment assets as required.

To carry out any relevant tasks as directed by the Workshop Controller/Workshop Chargehand.

To undertake breakdown callout duties out of hours as required.

To contribute to the Health and Safety of the Workshops, and surrounding area, through the maintenance of a clean, tidy and compliant working area.

Key Accountabilities

- To carry out planned maintenance on the Council's vehicles as per the relevant servicing schedule, as well as all unplanned maintenance and servicing.
- To carry out tyre changes using in house equipment in accordance with training received, if applicable.
- To prepare HGV, horticultural and light vehicles for MOT tests and inspections.
- Awareness and appreciation of Swindon Borough Councils responsibility in complying with the Operators Licence.
- Report defects and deficiencies of vehicle and associated equipment and to advise of work required to be undertaken to rectify and ensure the vehicle is roadworthy.
- To carry out work at any of the Council's current or future premises in accordance with the Health & Safety at Work Act 1974.

- Complete all records and relevant paperwork correctly and promptly.
- Ensure all jobs are recorded, opened and closed down accurately and in a timely manner, with accurate records of time taken and stock used, using relevant vehicle workshop technologies.
- Produce written vehicle inspection reports as required.
- Attend vehicle breakdowns, both in work hours and outside of core hours as appropriate.
- Undertake to carry out overtime, subject to available budgets, as required to meet the requirements of statutory services.
- Observe and comply with Swindon Borough Council Health and Safety Policy, ensuring the health and safety of yourself and others affected by your activities.
- To advise the Workshop Controller of any changes or amendments to the service provided in order to promote an atmosphere of continual improvement.
- To undertake training which is relevant to the post and work demand.
- To complete all work allocated and also prioritise our own work and complete by target times and date.
- To complete all work to the highest service standards.
- To maintain the highest level in customer care and in line with service standards.
- To have fully complied with Swindon Borough Council policies and procedures.
- To maintain the required qualification for delivering the service.
- To embrace the modernisation program, including mobile working, e procurement etc.
- Carry out any relevant work as directed by the Workshop Controller/Workshop Chargehand.

Supplementary Accountabilities

In accordance with the provisions of the Health & Safety at work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other people whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for Health and Safety.

You and your employees must work in accordance with training or instructions given and make proper use of any protective equipment provided.

You must ensure you undertake responsibilities relating to your positions as detailed within your Directorate Health and Safety Policy.

You must ensure that all employees and visitors to your area of work also comply with the above at all times.

Job Scope:

<p>Job Scope: Number & Type of jobs directly managed:</p> <p>Timely and efficient completion of jobs Completion of all workshop tasks in accordance with key accountabilities</p> <p>Example of tasks supervised/allocate to others (not exhaustive)</p> <p>Maintenance of a clean and tidy workshop and surrounding area</p>	<p>Job Scope:</p> <p>Example of tasks responsible for (not exhaustive)</p> <ul style="list-style-type: none"> • Completion of scheduled/unscheduled maintenance • Maintenance of horticultural, tool, plant and equipment assets as appropriate • Accurate recording of jobs, time taken and stock used • Cover out of hours callout duties as required
<p>Budgets Holder Responsibility?</p> <p>Asset Responsibility?</p>	<p>NO</p> <p>YES</p> <p>Vehicle fleet assets (circa 350 vehicles)</p> <p>Individual asset value up to £165k</p> <p>Management of Workshop equipment</p> <p>Personal tools</p>

Knowledge & Experience

- City & Guilds Motor Vehicle Technician Part 2, or ONC Mechanical Engineering, or BTEC/SCOTVEC in Motor Vehicle Engineering or a minimum of 10 years experience in the motor vehicle trade
- Wide and varied experience of goods vehicles
- Adaptability for all new types of vehicles and assisting drivers/operators with problems
- LGV and/or HGV driving license
- A wide transport background experience in many various facets of the industry
- Operator/driver training as required
- Long and arduous physical demands which include the removal and fitment of heavy road wheels, brake drums, gearboxes, clutches and road springs etc, within acceptable timeframes for task.
- Demonstrate knowledge of participating in good workshop practices
- A comprehensive understanding of the requirements of the Council's vehicle operators

license

Creativity and Innovation

To advise the Workshop Controller of any changes or amendments to the service provided in order to promote an atmosphere of continual improvement.

Contacts and Relationships

Good communication skills with all levels of Council staff and colleagues.
Work in conjunction with Fleet & Workshop Operations Manager, Fleet Controller and Workshop Controller in order to provide an excellent end to end service.

Values & Behaviours

Self- Awareness

Awareness of one's own behaviour, values, attitudes, strengths and weaknesses.
Ability to reflect on one's behaviour and change them.

Integrity

Authenticity – being yourself and not wanting to look good or avoiding to look bad.
Leading by example – being the role model you wish others to grow in to.
Do the right thing at all times

Collaboration

Giving space to others and not imposing own views or judgements.
Enabling development through co-creation and collective learning.

Meaningful Relationships

Is compassionate and accepting of others
Connecting with others at an honest human level
Improve relationships through regular contact and feedback

Resilience

To be aware of and utilise personal strengths and resources to endure tough times.
Keeping a positive outlook and using challenges as personal growth.

Clarity of Intention

Is purposeful and makes decisions.

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

Working Environment:

- Outside and internal works
- Cleaning of vehicles for repairs and maintenance work
- Risk of Hepatitis A & B, Leptospirosis (Weils disease) and needle stick injuries
- Risk of contact with animal excrement, dead and decaying animals
- Risk of attack from animals in public open spaces
- Risk of confrontation with members of the public
- Working in unpleasant conditions i.e. laying in cold, wet and dark roadsides/open fields underneath vehicles
- Hazardous conditions will exist at times
- Working next to an active Household Waste Recycling Centre

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	