

Vehicle and Plant Technician – Grade 9

Job purpose

Transport Services ensures that Council vehicles and plant are maintained to the highest standards to remain compliant with relevant legislation and to sustain road safety. These include the stringent Driver and Vehicle Standards Agency (DVSA) Guide to Maintaining Roadworthiness, DVSA Heavy Goods Vehicle (HGV) Inspection Manual and the Categorisation of Defects legislations, the Road Vehicles (Construction and Use) Regulation and the Operator's License statutory undertakings.

Your role ensures that Kirklees Council remains at the forefront of exemplar vehicle and plant maintenance, ensuring that the authority operates safe and compliant vehicles and plant across all service areas. Your duties will include carrying out HGV Preventative Maintenance Inspections (safety inspections), all aspects of scheduled servicing, auxiliary equipment repairs (bin-lifts, road sweepers etc.), preparing HGV's for their annual periodic tests (including driving to selected test stations), attending breakdowns, Electric and Hybrid Vehicle (E&HVs) maintenance and MOT/taxi testing. You will ensure that you undertake your duties in-accordance to required standards, including adhering to Health & Safety legislations and local workplace procedures; working in ways to protect safety. You will report to a Workshop Team Leader and the Area Workshops Manager.

The Transport Services Workshop function is an evolving world where changes are constant due to transport innovations, such as changes to vehicle and plant designs. You will need to commit to Continuous Professional Development and embrace technological innovations to continue to meet the needs of the job.

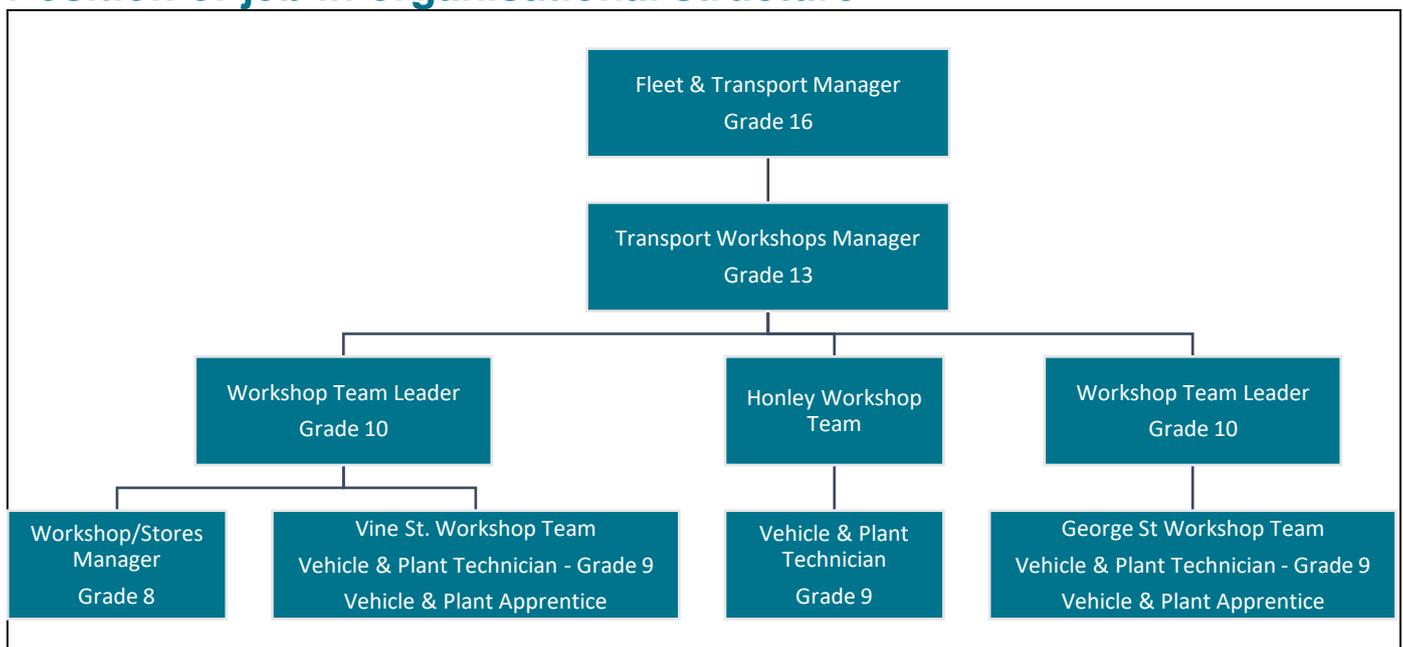
This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- To maintain, service, inspect, repair, and test the Councils and external customers' vehicles and plant (including Parks equipment) to mandated legal standards in accordance with the DVSA Guide to Maintaining Roadworthiness and other relevant legislations.
- Carry out HGV Preventative Maintenance Inspections (safety inspections) to the stipulated DVSA Heavy Goods Vehicle (HGV) Inspection Manual standards.
- Prepare to DVSA test standards, present and accompany all HGV vehicles (other than exempt categories), for annual periodic tests.
- Carry out fault diagnosis on complex mechanical, hydraulic, pneumatic, and electrical systems.
- Complete all necessary documentation associated with the workshop, e.g., worksheets, daily sheets, status reports, job-codes, diary notes; making sure inspection sheets are correctly completed in-accordance with the set DVSA standards.
- Conduct MOT/Taxi compliance testing (classes 4,5 and 7) in line with the DVSA MOT inspection manual; cars and passenger vehicles and the Councils set standards at either Council test sites (Vine St. or George St.) as required.
- Conduct Electric Vehicle and Hybrid Vehicle (E&HVs) maintenance.

- Be proficient in the use of all technological systems, such as in-cab software's and paperless Fleet Management tablet job-card systems.
- Be competent in the use of electronic vehicle diagnostic systems.
- To prepare and decommission vehicles; Fitting and removing a diverse range of ancillary equipment, accessories, and livery.
- Ensure workshop equipment and machinery is being maintained and kept clean. Ensure arrangements for security are being followed.
- Reports faults, repair needs and identify concerns.
- Provide on the job guidance to other Technicians/Apprentices, less experienced staff, including instruction on tasks and checking.
- Conduct duties in-accordance with all Health and Safety legislations and local Council procedures.
- Liaise with internal customers regards vehicle and plant repairs, including providing technical advice and assistance.
- Liaison with vehicle/plant equipment suppliers and manufacturers.
- Travel to other council depots where required and undertake duties as instructed by the Area Workshops Manager to cover business needs (staff absences etc.).
- Participate in standby arrangements for the provision of a 24-hourbreakdown/recovery service.
- Support Workshop quality assurance checks and audits instigated by the Transport Compliance Officers (or Corporate audit team). Contribute to any improvement plans related to non-compliance or to improve working practices.
- Act up to cover Workshop Team Leader absences if requested by the Area Workshops Manager or Workshop Team Leader.
- Committed to personal Continuous Professional Development, technological innovations and highlighting potential efficiencies to ensure continuous improvement within our service area.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Thorough knowledge of the Health and Safety working practices within a busy operational workshop (LOLER, PUWER regs etc.)	Essential
Understanding of DVSA MOT and inspection standards legislations	Essential
Substantial knowledge of vehicles and plant operated within local authorities, including associated equipment	Desirable
Level 3 Certificate in City and Guilds Motor Vehicle Repair or equivalent	Essential
Holds a Full Driving Licence	Essential
Holds a Class C driver licence or willingness to undertake training to obtain within a prescribed timescale	Essential
Certified DVSA MOT examiner or willing to undertake	Essential
Hold a Level 3 Electric/Hybrid Vehicle Repairer qualification or willingness to undertake training to obtain within a prescribed timescale	Essential
Qualified auto electrician or willing to undertake training if required	Desirable
Able to work outside in all weather conditions and carry out physically demanding work including bending, lifting etc. (accepts that a medical screening appropriate to occupational risk will be required)	Essential
Good literacy and numeracy skills to complete necessary documentation to DVSA standards	Essential
Basic IT skills to enable inputting and retrieval of data from systems as required	Essential
Ability to communicate effectively with members of the public, colleagues, internal customers, suppliers, and external bodies	Essential
Ability to operate a range of manual/power tools and equipment to safe standards	Essential
Ability to work with minimum supervision, organising own workloads to meet deadlines, as well as working successfully within a team	Essential
Prepared to work flexibly, work weekends and required to participate in the out of hours rota for callouts (breakdowns)	Essential
Experience of supporting new or less experienced staff	Desirable
Successfully completed apprenticeship with post experience working within a busy workshop environment maintaining and repairing a variety of motor vehicles	Essential
Experience of using vehicle and plant diagnostics software	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours.

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Transport Services	Grading ID	29150
Job ID	80100868	Last Updated	23 February 2021
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	Yes	Other	No
Checked by HR	25 February 2021		