

## **WEST YORKSHIRE FIRE & RESCUE SERVICE**

### **JOB DESCRIPTION**

<b>POST TITLE:</b>	Automotive Technician
<b>GRADE:</b>	Grade 6
<b>RESPONSIBLE TO:</b>	Workshop Manager, Fleet Controller
<b>RESPONSIBLE FOR:</b>	Apprentices / Work Placements as required
<b>PURPOSE OF POST:</b>	To carry out the full range of duties associated with the inspection, repair and maintenance of the West Yorkshire Fire Service fleet of vehicles, plant and associated operational equipment.

### **MAIN DUTIES AND RESPONSIBILITIES**

- 1 Carry out inspections, servicing, maintenance and repair tasks on vehicles, plant and equipment at workshops and other sites as required.
- 2 Carry out repairs to all vehicles, plant and equipment at the roadside and fire / incident grounds as required.
- 3 Diagnose and rectify all vehicle defects in an economic manner having regard to required quality and safety standards, with all repairs to industry standards including:
  - (a) Mechanical repairs to all vehicle mounted systems and components, to include aerial appliances and working at height.
  - (b) Bodywork defects to include all vehicle panels, glass, stowage, ladder gantries and shutters. To include fabrication and painting of sub-assemblies as required.
  - (c) Electrical defects, to include fault finding on all wiring and components including CAN bus using manual wiring diagrams, manufacturers' software packages and third party diagnostic tools.
  - (d) Hydraulic systems to include fault finding, pressure testing and repair.
  - (e) Welding operations, to include TIG, MIG repairs of Steel and Aluminium sections, welding of plastic panels and use of oxy-acetylene equipment.
  - (f) Vehicle mounted installations supplied by third party installers and convertors. To include but not restricted to CCTV, telematics, mobile data terminals and data logging systems
- 4 Calibration and programming of components / ECU's as required
- 5 Diagnose faults and repair all operational equipment in an economic manner having regard to required levels of quality and safety, with all repairs to industry standards
- 6 Carry out all aspects of maintenance of fire service issued ladders to include servicing, fault finding, repair and periodic test.
- 7 Deliver and operate the brigade fuel bowser as directed

- 8 Work from written and verbal instructions as necessary with minimum supervision.
- 9 Ensure that the correct parts and materials are identified as speedily as possible.
- 10 Perform road tests for the inspection and maintenance to HGV and operational vehicles as required
- 11 To offer assistance, training and supervision to apprentices and work placements.
- 12 To have knowledge of general Health and Safety at Work regulations, West Yorkshire Fire Authority Health & Safety policy and conform with the use and wearing of provided safety equipment and clothing.
- 13 To report defects on workshop equipment to the Chargehand or Vehicle Workshop Manager.
- 14 To maintain and be responsible for all equipment and tools issued to the post holder.
- 15 To complete and maintain all documentation relating to the tasks assigned.
- 16 To be responsible for the tidiness of the working area.
- 17 To undergo training and attend training courses as and when required.
- 18 Operate and maintain equipment associated with the repair and maintenance of vehicles.
- 19 To ensure that correct levels of discipline are adhered to at all times.
- 20 To participate in the Section's Standby Rota as required.

**General Duties:**

- 21 To adhere to and promote the Authority's:
  - a) Health and Safety policies
  - b) Equality and Diversity policies
  - c) Information Security Management System policies
  - d) Safeguarding policies
  - e) Business continuity policy and contingency arrangements
- 22 To demonstrate and uphold the service values and to promote the organisation in a positive manner.
- 23 Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
- 24 Responsibility for ensuring any data produced in relation to the post is accurate and current.
- 25 Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
- 26 Undertake any other duties commensurate with the grade of the post as directed by line management

## PERSON SPECIFICATION/SHORTLISTING CRITERIA

In the supporting statement section of the application form give clear, **concise examples** of how you meet all of the **Essential** person specification criteria (i.e. items you must be able to do from day one to be able to do the job), identified as 'Application' in order to be shortlisted for this vacancy. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application', will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

For example:

*1. I have considerable experience in the maintenance of motor vehicles including mechanical and electrical repairs from working at ..... and I am proficient in all industry repair techniques such as.....*

*Failure to complete the application as described will result in your application being rejected, since all criteria identified as Application must be evidenced.*

The full criteria is listed below:

	<b>Experience</b>	Essential/ Desirable	Source
1	Considerable experience in the repair and maintenance of motor vehicles to include mechanical, electrical and bodywork repairs.	Essential	Application & Selection Process
2	Knowledge of Volvo HGV vehicles	Desirable	Application & Selection Process
3	To hold and maintain a current full valid manual car driving licence	Essential	Application & Selection Process
4	Must be able to perform the range of tasks required.	Essential	Selection Process

	<b>Education and Training</b>	Essential/ Desirable	Source
5	Possession of a recognised apprenticeship in vehicle maintenance with City and Guilds Parts 1,2 and 3 Craft Studies  Or Level 3 Advanced Apprenticeship in Vehicle Maintenance & Repair  Or equivalent relevant qualification	Essential	Application
6	Must have a sound educational background and be literate and numerate or able to demonstrate an equivalent level of learning gained through life experience.	Essential	Selection Process

	<b>Special Knowledge and Skills</b>	Essential/ Desirable	Source
7	Possession of a LGV C or C + E Driving Licence	Desirable	Application & Selection Process

8	Knowledge of Health and Safety at Work Regulations	Essential	Application & Selection Process
9	Be physically fit to carry out the full range of duties in a commercial workshop. The role requires lengthy periods of high physical exertion in confined spaces to assemble large mechanical components	Essential	Application & Selection Process
10	Possession of a high level of physical co-ordination and skill to carry out duties listed on point 3 of the main duties and responsibilities, with associated use of machinery for manufacture and fabrication requiring a high degree of manual dexterity	Essential	Application & Selection Process
11	Be able to maintain high levels of mental concentration for lengthy periods e.g., diagnostics of complex CAN and multiplex electrical systems.	Essential	Application & Selection Process
12	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider	Essential	Selection Process
13	Ability to work on own initiative and as part of a team	Essential	Application & Selection Process

Created November 2017