

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

|                       |  |      |       |
|-----------------------|--|------|-------|
| Job Title:            | HGV Technician   | JEID | M0661 |
| Salary Grade:         | I SCP 20 £32,020.00  |      |       |
| Team:                 | County Fleet Maintenance   |      |       |
| Service Area:         | Transport and Highways   |      |       |
| Primary Location:     | Wellesbourne Workshop  |      |       |
| Political Restriction | This is not a politically restricted position                                |      |       |
| Responsible to:       | Workshop Supervisor  |      |       |
| Responsible for:      | Vehicle inspections, Servicing, repairs, and Emergency call out as required. |      |       |

#### Role Purpose

To carry out a wide range of inspections, Servicing, repairs, and maintenance work on multi franchised HGV's, Passenger Carrying Vehicles, JCB plant equipment, light vans, and cars. As well as the repair and maintenance of multi franchised fitted aftermarket auxiliary equipment. To take part in emergency call out rotas as required.

#### Role Responsibilities

1. Carry out vehicle inspections in accordance with the 'Driver Vehicle Services Agency' (DVSA) standards and to complete all service and inspection documentation to the required standard.
2. To ensure all modifications / testing is carried out inline with 'Construction and Use', 'Loler' and 'Power' regulations.
3. Carry out servicing according to manufacturer's specifications and times.
4. Carry out mechanical repairs in accordance with manufacturers' standards and times.
5. Problem solving including diagnostic checks, fault investigation concluding in a cost-effective repair.

6. Prepare vehicles for plating / MOT Test and take vehicles for test when required.
7. Assist with the collection and delivery of vehicles and the recovery of broken-down vehicles.
8. The post holder must be prepared to participate in the out of hour's emergency standby service when required. (Payment for out of hour's standby is in addition to basic salary.)
9. Work with the workshop supervisor to ensure the correct replacement parts are ordered and fitted in a cost-effective manner.
10. Be prepared to attend training courses on a regular basis that may be outside of Warwickshire.
11. To complete all relevant paperwork (including job cards, inspection documents and time sheets) in connection with the above duties and responsibilities.
12. To ensure that all CFM safe working practices and risk assessments are followed, including compliance with WCC Health & Safety policies.
13. To ensure all workshop waste is disposed of in accordance with company environmental policies.
14. Keep all workshop facilities, equipment, and tools clean, tidy, and well maintained.
15. Support the development of young trainees and apprentices

NOTE: CFM operates from three locations: Coleshill, Warwick & Wellesbourne. Employees are expected to be able to work at any of these locations.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

|  |       |
|--|-------|
| To have served an approved Heavy Goods Vehicle Apprenticeship Scheme and be qualified to City & Guilds / NVQ3 or equivalent qualification.                             | A & I |
| Experience of working in a modern commercial vehicle repair workshop for at least 3 years and able to plan efficiently your days' work to achieve repair target times. | A & I |
| A positive attitude and commitment to teamwork, as well as being willing to help develop young trainees and apprentices.   | A & I |
| Problem solving to help reduce vehicle down time, including the use of generic   | A & I |

|   |       |
|---|-------|
| diagnostic apparatus.   |       |
| Hold a Full UK licence  | A & I |
| Take part in the out of hours emergency call out and breakdown service.   | A & I |
| Flexible in undertaking a range of duties and working hours and able to work at any of our three workshops within Warwickshire.   | A & I |
| Willingness to undertake vocational training courses to increase skills and keep up with current new technology.  | A & I |
| To complete all relevant paperwork (including job cards, inspection documents and time sheets) in connection with all duties and responsibilities.  | A & I |
| Be Prepared to have a Criminal Records Bureau (CRB) check to comply with the requirements of the police vehicle maintenance contract – check to be carried out by Warwickshire Police Authority | A & I |
| Comply with warranty procedures during repairs and warranty parts on completion of each repair.   | A & I |
| Experience in welding and fabrication repairs on vehicles and their fitted auxiliary equipment.   | A & I |
| A basic knowledge of computer software packages including Word, Excel and Outlook is preferred for report writing, as is a general level of computer literacy.                                  | A & I |

## Desirable Criteria

Assessed By:

|   |       |
|---|-------|
| Specialist knowledge of Fire & Rescue vehicles and support equipment.   | A & I |
| Experience in the repair of gritter / hook loader equipment.  | A & I |
| Experience of fault finding in vehicle electrics and electronics  | A & I |
| Qualified MOT tester – Class 4,5 and 7  | A & I |
| Holds a UK (Class C+E) driving licence  | A & I |
| To have a working knowledge of the 'Construction and Use Regulations', HGV / PSV DVSA inspection standards, as well as HGV / PSV legislation. | A & I |
| Qualified welder to City & Guilds / NVQ 3 or equivalent qualification   | A & I |

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

|   |   |
|---|---|
| <input type="checkbox"/> Provision of personal care on a regular basis  | <input type="checkbox"/> Driving HGV or LGV for work  |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis  | <input type="checkbox"/> Restricted postural change – prolonged sitting   |
| <input type="checkbox"/> Lone working on a regular basis  | <input type="checkbox"/> Restricted postural change – prolonged standing  |
| <input type="checkbox"/> Night work   | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching  |
| <input type="checkbox"/> Rotating shift work  | <input type="checkbox"/> Manual cleaning/ domestic duties   |
| <input type="checkbox"/> Working on/ or near a road   | <input type="checkbox"/> Regular work outdoors  |
| <input type="checkbox"/> Significant use of computers (display screen equipment)  | <input type="checkbox"/> Work with vulnerable children or vulnerable adults   |
| <input type="checkbox"/> Undertaking repetitive tasks   | <input type="checkbox"/> Working with challenging behaviours  |
| <input type="checkbox"/> Continual telephone use (call centres)   | <input type="checkbox"/> Regular work with skin irritants/ allergens  |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)  | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)  |
| <input type="checkbox"/> Work requiring respirators or masks  | <input type="checkbox"/> Work with vibrating tools/ machinery   |
| <input type="checkbox"/> Work involving food handling   | <input type="checkbox"/> Work with waste, refuse  |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids   | <input type="checkbox"/> Face-to-face contact with members of the public  |
| <input type="checkbox"/> Other (please specify):  |   |

