

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:	Apprentice Large Goods Vehicle (LGV) Technician	JEID	
Salary Grade:	Apprenticeship Pay Scale		
Team:	County Fleet Maintenance (CFM)		
Service Area:	Transport and Highways		
Primary Location:	Coleshill		
Political Restriction	This position is not politically restricted.		
Responsible to:	Workshop Manager		
Responsible for:	Vehicle and plant servicing, maintenance and repairs		

Role Purpose

Initial purpose of the job: Under the direction of a fully skilled technician: to carry out a complete range of inspection, servicing, and repair activities consistent with the highest level of professional standards whilst acquiring the skills and vocational training to become a qualified LGV vehicle technician. The degree of supervision and independence will vary in accordance with experience and formal training.

Role Responsibilities

1. Perform basic service checks, for example, check operation of electrical systems and coolant / fluid levels.
2. Perform basic service activities such as oil and filter changes.
3. Assist senior technicians with more complex service items and repairs for example removal & replacement of major components such as engines and gear boxes.
4. To assist, under supervision, with the inspection of vehicles and plant and the completion of inspection documentation.
5. To assist, under supervision, with the preparation of appropriate vehicles for MOT and LGV testing

6. Assist with the recovery of broken-down vehicles.
7. Obtain IRTEC Repair & Maintenance accreditation within three years and subsequently progressing to IRTEC Master Technician accreditation within a further two years
8. Be prepared to attend training courses on a regular basis that may be outside of Warwickshire.
9. To complete all relevant paperwork (including job cards) in connection with the above duties and responsibilities.
10. To ensure that at all times safe working practices are employed and that all workshop waste is disposed of in accordance with company policy.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order 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:

Mechanical aptitude	A, T, I
At least 5 passes at GCSE or equivalent – including mathematics & a science-based subject - preferably physics.	A, D
Polite and helpful attitude and able to work as part of a small team	A, I
Compliance in undertaking a Disclosure and Barring Service (DBS) check to comply with the requirements of the police vehicle maintenance contract – Check to be carried out by Warwickshire Police Authority	A, I

Desirable Criteria

Assessed By:

Familiar with the format and use of engineering drawings and schematics such as wiring diagrams	A, I
Any previous experience of the motor trade including using digital diagnostic apparatus for basic fault code reading	A, I
At least one year's formal training towards a recognised technical qualification within the motor industry	A, I
Fully equipped with the basic "tools of the trade"	A, I
Flexible in undertaking a range of duties and working hours and be able to work at any of our three workshops within Warwickshire and be able to travel efficiently between these locations if necessary	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 checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing, pulling and lifting) 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 checked="" 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 checked="" type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" 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 checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input checked="" type="checkbox"/> Regular work with skin irritants/ allergens
<input checked="" type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input checked="" type="checkbox"/> Work requiring respirators or masks	<input checked="" 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):	