

Heavy Goods Vehicle Mechanic

Grade 8

About the Service

County Fleet is a trading service that is responsible for the sourcing and upkeep of the Council's directly owned vehicle fleet. It supports a wide range of services including Highways, Libraries and Countryside. It has external customers, mainly in the public sector such as schools and academies but also other local authorities.

The service operates from a dedicated workshop in Stafford but supports the council and other customers across the whole county.

About the Role

1. Carry out major repairs and preventative maintenance, including fault finding and diagnostic testing to a wide and varied fleet of cars and light commercial vehicles, contractors' plant and specialist vehicles including MOT testing.
2. To fully prepare vehicles for annual plating and testing and deliver the vehicles to the appropriate test centre.
3. Carry out repairs including fault finding and diagnostic testing to vehicle electrics, hydraulics and pneumatics, especially those fitted to a range of specialist vehicles such as vehicle tail lifts and air conditioning. The ability to test and issue LOLER certificates is required.
4. Responsible and accountable for the completion of service and repair records in line with DVSA requirements.
5. To carry out electrical diagnostics and repairs in line with manufactures guidelines.
6. To carry out VOSA inspections in line with current MOT testing guidelines. It is also desirable that the person would



be qualified to carry out the test for both the council's fleet of vehicles and those of the general public using our facility.

7. To undertake minor body repairs utilising the council's equipment including welders, MIG, TIG and ARC.
8. Complete repairs to hydraulic systems in accordance with manufactures guidelines
9. To actively participate in the Snowflake operation regarding winter maintenance and "Stand Too" and the 24-hour breakdown service offered to our lease customers.
10. To ensure that service records are kept and maintained in accordance with requirements and guidelines.
11. Assist the Workshop Manager in undertaking accident investigations, whilst ensuring that accident procedures are complied with.
12. Responsible for the proper and safe use of cleaning chemicals and associated products used within the workshop, ensuring correct storage and disposal of waste oils and products, cleaning any spillages in the immediate work area.
13. Undertake the above duties in accordance with service requirements, with flexibility across the day.
14. When required, lock and unlock the workshop.
15. Undertake any other duties in line with role requirements.

Reporting Relationships

Responsible to: Workshop Supervisor

Responsible for: N/A

Key Accountabilities:

1. To undertake a full range of repairs and maintenance to council and customers vehicles, plant and equipment including cars and Light Commercial vehicles and its fleet of minibus vehicles. These repairs will be carried out in accordance with DVSA guide to roadworthiness.
2. To complete service repair records to vehicles or equipment undertaken.
3. To ensure that all health and safety requirements and risk assessments are carried out and recorded within the workshop.
4. To carry out Tail Lift service and repairs and issue the appropriate LOLER certificate upon completion.

Person Specification

Qualifications/Professional membership

- Hold a qualification to complete ministry of transport (MOT) Class 4,5 and 7
- Have a good degree of education and ideally hold a relevant qualification within the motor transport industry
- Category B and C Driving licence.
- ATA Qualification / Intec Qualification
- Refrigerant handling certificate
- Tail Lift Knowledge / LOLER Certification Processes

Knowledge and Experience

- Experience of processes and procedures in fleet management and workshops
- Experience of working in fleet workshop
- Knowledge of health and safety requirements within fleet management
- Good knowledge of fleet management ICT systems
- Good working knowledge of both petrol and diesel motor vehicles

Skills

- High level of professionalism
- Strong interpersonal skills
- Able to build relationships
- Good communicator
- Team player
- High level of diligence, tenacity and resourcefulness

This post is designated as a Casual Car user

The content of this Job Description and Person Specification will be reviewed on a regular basis.