TITLE OF POST: **TRANSPORT TECHNICIAN**

GRADE: **SC6 (SCP 26-28)**

RESPONSIBLE TO: **WORKSHOP TEAM LEADER**

MAIN PURPOSE OF JOB:

Under the guidance of the Workshop Team Leader, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

---

1 GENERAL DUTIES

1.1 To promote the Service Vision, 'Creating the Safest Community'.

1.2 To work effectively and efficiently to support line management in the delivery of the department's aims and objectives.

1.3 To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.

1.4 To maintain appropriate and robust information systems within the department.

1.5 To maintain positive and effective liaison links with organisations and partners as appropriate.

1.6 To support the preparation and production of a variety of quality information for inclusion in management and departmental reports.

1.7 To ensure complete compliance with current Data Protection Legislation.

1.8 To ensure relevant knowledge is up to date.

1.9 To identify and recommend areas of potential improvement.

1.10 To represent the function at internal and external meetings and events and take minutes when required.

1.11 To support the activities of the function and diary management for line management where required.

1.12 To support colleagues with their work as required.

1.13 To attend internal and external training courses as necessary.

1.14 To undertake any other duties as appropriate to the role.

2 ROLE SPECIFIC DUTIES

2.1 Undertake the inspection, maintenance, service and repair of appliances and vehicle fleet.

2.2 Undertake the inspection, maintenance, service and repair of ladders and ancillary equipment including fixed/portable pumps, generators and compressors, power packs, lift trucks, plant and machinery or specialist equipment.

2.3 Undertake all types of mechanical work including bodywork/chassis modifications.

2.4 Undertake all types of electrical work including electronic management systems providing diagnosis, adjustment and rectification via the use of specialist test equipment or laptop computers.

2.5 Undertake work in relation to fabrication, welding and bench fitting of bracketry and fitting out of appliances, vehicles and ancillary equipment.

2.6 Undertake bodywork and damage repairs as appropriate to all appliances, vehicles and ancillary equipment including where necessary the assessment and reporting of the extent of any damage.

2.7 Assess, advise and assist in the recovery of accident damaged or unserviceable appliances, vehicles or ancillary equipment including roadside recovery.

2.8 Ensure that all work undertaken is done so safely, to a high standard, being carried out effectively and efficiently within the Service's and manufacturers prescribed guidelines/procedures and current legislation.

2.9 Work with minimal supervision and accept responsibility for the direction of work of trainees and any other assigned employees.

2.10 To function as required, off site from the work base.

2.11 Maintain all working areas in a safe, clean and tidy manner.

2.12 Undertake administrative duties including completion of time sheets, job cards, inspection/servicing documentation and statistical returns, on both paper based and electronic format.

2.13 Undertake as required training courses both internal and external including where necessary time away from home resulting in overnight stays and to ensure continuing professional development by the obtaining and upkeep of the IRTEC licence issued by The Society of Operations Engineers.

2.14 Provide cover via standby in accordance with a prescribed and agreed system.

2.15 Hold a current driving licence.

3 HEALTH AND SAFETY (GENERAL POLICY)

3.1 By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-

3.2 Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.

3.3 Work with machinery, equipment and substances in accordance with information and training provided.

3.4 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.

3.5 Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.

4 EQUALITY AND DIVERSITY (GENERAL POLICY)

4.1 To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

4.2 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

4.3 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

5 SAFEGUARDING

5.1 To promote the application of the Authority’s Safeguarding Policies.

6 ENVIRONMENT STRATEGY

6.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.