South Tyneside Council

REGENERATION AND ENVIRONMENT

JOB DESCRIPTION

POST TITLE: Vehicle Technician

GRADE: Fleet Management 3

RESPONSIBLE TO: Charge Hand/Assistant Workshop Controller

Overall Objectives of the Post:

To inspect, maintain and repair vehicles and plant, whilst consistently demonstrating the personal qualities and behaviours required within South Tyneside Council as follows:

- Lead by example in reflecting the Councils values of respect and dignity in the daily contact with staff, partners, stakeholders and customers;
- Take responsibility and accountability for your own performance and that of the operational team;
- Consistently strive towards improving the quality of the service being delivered;
- Effectively work with fellow employees, across the Council to promote partnership working, exploit synergies and promote successful service outcomes.

Key Tasks of the Post:

1. ***You will achieve these objectives by:***

- Undertaking inspections of vehicles to 'O' licence standards.
- Preparing vehicles for annual MOT.
- Carrying out vehicle and plant servicing, maintenance and repairs.
- Light welding, heating and cutting.
- Carrying out fabrication work.
- Ply-lining vehicles.
- Carrying out bodywork repairs including painting.
- Carrying out electrical repairs to vehicles and plant.
- Participating in vehicle and plant recovery.
- Recovering abandoned vehicles.
- Collecting vehicle spares.
- Cleaning vehicles undergoing repairs.
- Delivering and collecting vehicles.
- Maintaining statutory records and servicing/defect documentation.
- Carrying out tyre changing and puncture repairs.

- Assisting with providing mechanical cover for seasonal events, as required outside of core working hours.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: GG/KDS

Date: 29/07/20