



Job profile

Vehicle Workshop Fitter

Grade SCP 20 to 23

Group: Housing, Environment and Healthy Communities

Service: Environment and Fleet Management

Location: Park Road Depot

Line Manager: Assistant Workshop Manager

Car User Status: None

Job Purpose

To provide support to the provision of a vehicle maintenance service. This encompasses driving vehicles and mechanical handling aids and carrying out servicing and repairs to vehicles.

The key roles of this post will include:

1. Vehicle Fitters will be required to operate vehicles. The range covers cars to HGVs and plant, including forklift trucks.
2. Undertake inspections, repairs, servicing and maintenance to vehicles/plant.
3. Determining faults and then undertaking effective repairs.
4. Carry out electrical repairs to vehicles.
5. Attend and affect the recovery of breakdowns across the borough.
6. Use of welding, heating, abrasive and cutting tools as required.
7. Use of lifting equipment.
8. Care of tools and equipment.
9. Work a shift system incorporating unsociable hours every 4th week.
10. To participate in training as advised by Line Manager.
11. To take responsibility for own and others' health and safety.
12. To communicate and interact positively with other service users and employees from all levels within the Council.
13. Overtime is available in an addition to enhanced payment for winter maintenance call out duties.
14. Working independently of supervision.



15. Any other duties allocated that are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Effective oral and written communication skills

Experience

- Light welding
- Vehicle and equipment recovery
- Driving a range of vehicle types
- Working in customer focused services
- Working as part of a team

Qualifications

- Appropriate City & Guilds Motor Vehicle Maintenance qualifications or equivalent
- Full current driving licence

Desirable:

Knowledge

- Local Authority vehicle maintenance procedures

Experience

- 5 years post apprenticeship experience in maintaining and repairing a range of vehicles found in local authority operations

Qualifications

- HGV Driving Licence (C Category)
- Forklift Licence



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences