



Gwasanaeth Tân ac Achub Gogledd Cymru North Wales Fire and Rescue Service

JOB DESCRIPTION

POST TITLE	Vehicle Technician	POST REF	B436 / A50
DEPARTMENT	Fleet	DATE	22/09/08
REPORTS TO	Workshop Supervisor	SALARY GRADE	NWFS 6
LOCATION	Fleet Dept., Llandudno Junction.	HOURS PER WEEK	37

OVERALL JOB PURPOSE

To be responsible for the day to day servicing, repair and maintenance of vehicles, plant and equipment, working as part of a team of multi-skilled technicians.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1.	To carry out the day to day servicing, predictive and preventative maintenance and repair of Fire Service vehicles to the standard as set out in NFCC Recommended Best Practice for the maintenance of FRS vehicles to appropriate recognised repair/service times and be capable of being able to work unsupervised.
2.	To possess the competence to diagnose faults in mechanical, electrical and electronic systems utilising and interpreting manuals and schematics to determine effective repair methods and problem solving techniques to a variety of equipment and vehicles.
3.	To carry out repairs and maintain service plant and equipment as directed by the Fleet Manager to satisfy the requirement of PUWER/LOLER 98.
4.	Carry out metal/welding repairs/fabrications to steel and alloy structures including modifications as approved by Fleet Manager.
5.	Carry out defect/accident damage assessment.
6.	The post holder must operate at all times within the safety systems in place either by the Fleet Manager or by incident grounds as directed by incident commands. At all times, all work activities must follow the published safe system of work, follow the required safety clothing/PPE, adopt at all times manual handling techniques set out in the training best practice, working at height and also lone worker policies set out. Task identified as high risk must not be undertaken without a written risk assessment being conducted prior to commencement. The post holder must at all times recognise the need to stop activities when safe procedures are no longer adequate, bringing weaknesses in the safe system of work to the attention of the Foreman as soon as practical.

PRINCIPAL DUTIES AND RESPONSIBILITIES	
7.	The post holder must at all times maintain a safe and clean work station and general working environment. They must clean up any spills, debris and parts immediately and contribute to a safe and clean workplace for all staff.
8.	Carry out maintenance, when required, of New Dimensions vehicles which may include planned maintenance and testing, 24 hour breakdown availability commitment and a support system to collaborate with uniformed personnel in the event of a major disaster.
9.	Diagnosis, rectification and maintenance of hydraulic and pneumatic systems.
10.	Ensure effective accurate and legible job records and time management for any maintenance and repair carried out including test results to a standard reflecting the possibility such records can be used for outside safety/legal bodies to determine effective statutory audit trails, whilst forwarding any areas of concern, part/temporary repairs, future attention needs or failures to Workshop Supervisor.
11.	For accuracy, all job/time records must be fully updated upon completion of every working shift in a clear, legible and accurate condition to the systems employed.
12.	Ensure all job details or documents are returned to the supervisor's possession when job activity is completed. The job activity includes cleaning work station and effective completion of job record before moving onto next job.
13.	To ensure all parts required are organised in good time following inspection and all direct orders and stock items used are processed utilising paperwork system as set out by Financial Standing Order Regulations or Stores Stock Issuing system.
14.	All vehicle based repair logs must be duly completed to show users the status of defects or repair activities.
15.	The post holder must determine long and short term warranties for any parts replaced and indicate such as required to allow the rebate of such parts and labour costs.
16.	The post holder is responsible to ensure an adequate inventory is maintained for all tools/PPE in his/her possession.
17.	To provide standby emergency maintenance support by phone as part of a rota system (one person on call with one person in reserve call for excess hours worked or logistical needs of primary on call staff member) and in so doing work to cover for deficiencies due to sick and annual leave, to take ownership until conclusion of any issues through liaising with Fire Service Control Operatives in making accurate decisions to maintain fleet strength by attending vehicle problems, managing contractors and/or organising the substitution of failed vehicles with reserve vehicles and to work together to ensure consistent cover/fleet strength is maintained.
18.	When on call/reserve call, the post holder must ensure the call out vehicle is fuelled and kept clean for effective readiness, to maintain the service image and also to not compromise safety reflective markings.
19.	To assist, when called upon, to investigate incidents/defects/accidents out of hours with an <u>immediate</u> response and attendance within an efficient timeframe, in lieu of the availability of the Fleet/Workshop Manager.
20.	All out of hours activities and generated work activities must first be booked in with the Workshop Supervisor or Workshop Manger before next working day activities.
21.	The post holder must ensure that they are flexible to complete reasonable work requirements before completing the working day: i.e. all staff members should not claim they cannot attend job visits because the completion time may fall outside of normal clocking off time.
22.	Upon receipt of 48 hours notice, each mechanic will undertake up to sixteen hours overtime per month if the business needs require.

PRINCIPAL DUTIES AND RESPONSIBILITIES

23.	Provide support and training apprentices.
24.	Be available, when required, to attend training courses which may fall outside of normal working times and may require travel and overnight accommodation.
25.	To be part of an emergency spate condition support team. This includes a requirement for additional staff to be available on standby duty system and provide repair and maintenance support around the clock to duty mechanic at incidents during confirmed spate conditions i.e. forest fires and floods etc. spate conditions often occurs on public holidays and school leave holidays.
26.	The post holder may be required to undertake additional or other duties as necessary to meet the needs of the Service.

SUPERVISORY RESPONSIBILITY

Supervision and training/monitoring of apprentice technician(s) and maintain relevant paperwork where necessary.

FINANCIAL RESPONSIBILITY

Responsible for the maintenance and security of stock, tools and assets under their control

CONTACTS OUTSIDE OWN SECTION

Officers in charge of fire stations on a frequent basis.
Fire crews on a frequent basis with regard to appliance defect queries.
Fire service control operatives.
Contractors, parts suppliers and infrequently members of the public.

LANGUAGE REQUIREMENTS

Level 2 Welsh - Speaking and Listening
Requires that you can;
Understand the gist of conversations in work. Respond to simple job-related requests and requests for factual information. Ask simple questions and understand simple responses. Express opinions in a limited way as long as the topic is familiar. Understand instructions when simple language is used.

EMPLOYMENT CHECKS / SPECIFIC REQUIREMENTS

Appointment is subject to completion of a basic disclosure (DBS).

MANDATORY TRAINING

None.

OTHER

Working both indoors within a workshop environment and outdoors. Indoors and outdoors during stations visits and call-outs. The post holder may be required to lift heavy items at times, be subject to dirt or dust and operate in all weather conditions.

PERSON SPECIFICATION
Assessment for recruitment requirements and competencies

POST TITLE	Vehicle Technician
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QUALIFICATIONS, KNOWLEDGE, EXPERIENCE	ESSENTIAL
	The qualities without which a post holder could not be appointed
	<ul style="list-style-type: none"> • City and Guilds Level 3 Craft Certificate in Heavy Vehicle Maintenance and Repair or equivalent. • Ability to demonstrate experience in Commercial Vehicle Maintenance and Repair. • Hold a LGV category C driving licence as a prime requirement of job role (or currently working towards and must be achieved within probation period). • A full and current UK driving licence • The post holder will be required to work towards achieving, and then to maintain, the IRTEC Certificate of Competence to 'Master Technician' status.
	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria
	<ul style="list-style-type: none"> • HNC in Motor Vehicle related subject or equivalent qualification and/or experience. • Some experience with computers and electronic test requirement.

SKILLS	ESSENTIAL
	The qualities without which a post holder could not be appointed
	<ul style="list-style-type: none"> • Ability to work as part of a team. • Good organisational skills. • Ability to meet deadlines and time management requirements. • Good level of communication skills both verbal and written. • Flexibility in order to work out of working hours when required (to complete tasks assigned).
	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria
	<ul style="list-style-type: none"> • None.