

## Job Description

# Fleet/Workshop Technician (Vehicle Technician)

Reference: TN020

Date: March 2026

<b>Job Family:</b>	<b>Transport and Neighbourhood Management/Highways and Transport Operations</b>
<b>Level:</b>	<b>2</b>
<b>Band:</b>	<b>7</b>
<b>Career Track:</b>	<b>Technical, Professional and Supervisory.</b>

## Job Purpose

To ensure the safe, efficient, and reliable operation of the council's fleet of vehicles and plant by carrying out high-quality servicing, inspection, maintenance, and repair work. The Workshop Technician is responsible for diagnosing faults, maintaining compliance with statutory and safety standards, and minimising vehicle downtime to support the effective delivery of council services.

## Service Purpose

The primary purpose of Neighbourhood Services is to work with local communities and other key stakeholder organisations to improve the physical appearance and quality of life within our communities, making them cleaner, more sustainable, self-sufficient and safer places. Neighbourhood Services is part of the Place & Regeneration Directorate, which is responsible for economic growth, regeneration, housing and environment.

Neighbourhood Services are responsible for a number of key council services including waste and recycling, environmental enforcement, street cleansing and grounds maintenance, bereavement services, fleet services and countryside services. These are high profile services that make a significant contribution to the delivery of our corporate plan.

## Duties and Responsibilities

### Vehicle Maintenance and Repair

- Maintain, service and repair the full fleet vehicle range to required standards.
- Diagnose faults using inspection, road testing and diagnostic equipment.
- Repair mechanical, electrical, hydraulic and pneumatic systems.
- Carry out welding, fabrication and handling of heavy components.

### Testing, Compliance and Inspection

- Prepare vehicles to MOT and LGV standards.
- Undertake MOT testing for Class IV, V, VII, Hackney Carriage and Private Hire vehicles.
- Carry out LOLER examinations and complete associated documentation.
- Calibrate specialist equipment to ensure compliance and accuracy.

### **Parts, Equipment and Safety**

- Identify and order appropriate parts and components.
- Ensure safe use of tools and equipment, reporting defects where required.
- Attend breakdowns, including in hazardous conditions, completing dynamic risk assessments.

### **Documentation and Performance**

- Accurately complete job cards and all required maintenance documentation.
- Work to individual and team performance targets, delivering right-first-time repairs.

### **Supervision and Support**

- Supervise and mentor apprentices and semi-skilled staff.

## **Person Specification**

### **Professional and Technical Requirements**

#### **Qualifications**

- Level 3 or equivalent in Vehicle/Plant Maintenance.
- Completed full vehicle apprenticeship.
- Full driving licence (Category B).
- City & Guilds EV and Air Conditioning qualifications.

#### **Knowledge, Skills and Experience**

- Understanding DVSA standards for operator licensing.
- Experience maintaining a wide range of fleet vehicles and plant.
- Use of computer-based diagnostic systems.
- Experience with fleet database systems.
- Ability to diagnose mechanical and electrical faults.
- Ability to supervise apprentices and trainees.
- Skilled in welding, fabrication and safe workshop practices.
- Strong communication skills.
- Ability to work under pressure and independently.
- Ability to undertake dynamic risk assessments.
- Good IT skills including workshop tablets.

### **Core Competency Requirements**

- **Communication:** Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration:** Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery:** Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making:** Uses evidence and judgement to resolve issues and improve delivery.

- **Digital & Data Literacy:** Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability:** Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.
- **Problem-Solving:** Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community & Customer Focus:** Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.
- **Leadership:** Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

## Strengths

- **Precise:** You concentrate on detail and make sure everything is accurate and error free.
- **Problem Solver:** You take a positive approach to tackling problems. You find ways to identify suitable solutions.
- **Disciplined:** You follow processes, operating well within set standards, rules and guidelines.
- **Organiser:** You make plans and are well prepared. You seek to maximise time and productivity.
- **Resilient:** You have inner composure, recover quickly from setbacks and learn from them.

## Desirable

- Category C, C+1 licence.
- MOT Inspector qualified