

Job Description

Fleet/Workshop Technician (Vehicle Technician)

Reference: 3575

Date: March 2026

Job Family: Transport and Neighbourhood
Management/Highways and Transport Operations

Level: 2
Band: 7
Career Track: Technical, Professional and Supervisory.

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

- Prepare vehicles to MOT and LGV standards.
- Undertake MOTs for Class IV, V, VII, Hackney Carriage and Private Hire.
- Diagnose faults using inspection, road testing, and diagnostic tools.
- Identify and order correct parts and components.
- Maintain and repair the full fleet vehicle range.
- Deliver first-time repairs and professional customer service.
- Work to individual and team performance targets.
- Ensure tools and equipment are used safely and report defects.
- Repair electrical, hydraulic and pneumatic systems.
- Calibrate specialist equipment.

- Complete job cards and documentation accurately.
- Carry out welding, fabrication and heavy component handling.
- Attend breakdowns in hazardous weather and conduct dynamic risk assessments.
- Carry out LOLER examinations and documentation.
- Supervise and mentor apprentices and semi-skilled staff.

Person Specification

Professional and Technical Requirements

Qualifications

- NVQ 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.
- **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.

Strengths

- **Precise:** accurate diagnostics, correct parts identification, compliant documentation, calibration of specialist equipment, and ensuring vehicles meet MOT/LGV test standards.
- **Problem Solver:** Technicians regularly diagnose complex mechanical, electrical, hydraulic and pneumatic faults, often in challenging conditions (e.g., roadside in hazardous weather).
- **Disciplined:** must follow strict safety, compliance, MOT testing, DVSA, and maintenance standards. Workshop processes and risk assessments (LOLER, COSHH, etc.) require consistent adherence to rules.
- **Organiser:** managing workloads efficiently, preparing vehicles for inspection, prioritising urgent repairs, and ensuring tools, equipment and documentation are handled systematically.
- **Resilient:** Heavy physical work, working outdoors in hazardous conditions and high-pressure operational demands,

Desirable

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