



HR Shared Service Staffordshire Police and Staffordshire Fire and Rescue - Role Profile

Vehicle Technician - Light

Grade/Rank:	F
Directorate:	People & Resources / Response Directorate
Reports to:	Senior Vehicle Technician
Direct Reports:	N/A

Role Purpose

Vehicle Technicians will service, maintain and repair all vehicles presented either in a workshop or mobile capacity to support the delivery of Joint Emergency Transport Services across Police and Fire in Staffordshire.

The post holder will compete and record all work and inspections to statutory and DVSA (VOSA) standards.

The post holder will provide out of hours, year round on call support for the combined fleet. Light Technicians will complete a minimum of 36 on call duties

Key Tasks and Responsibilities

- The post holder will complete varied service, maintenance and repair (SMR) work upon any fleet or equipment asset, in support of the combined fleet, presented either in workshop or any other suitable off site environment. Ensuring that all vehicles are serviced and maintained to the required standard of quality, safety and cost.
- Work must be completed by Technicians holding relevant and suitable qualifications and experience.
- Technicians will complete initial triage, physical evaluation and dynamic assessment of fleet vehicles to verify the SMR requirements. Ensuring that any and all defects or issues are reported and acted upon, keeping the fleet safe and operational.
- The post holder will utilise the Fleet Management System/s to input and retrieve job related information and instructions, booking times to work to provide an effective service
- The post holder will comply with all aspects of Health & Safety, ensuring that practices, procedures and equipment meet approved standards and statutory requirements including Health & Safety at Work Act and relevant policies including Lone Working Policy.



- Completing periodic and necessary risk assessments.
- It is the post holder responsibility to ensure that all tools and equipment must be correctly used in accordance with risk assessments and on receipt of appropriate training.
- Accurately complete and sign off all required paperwork and electronic documentation in line with the legal and policy requirements. Ensuring working time is accurately recorded.
- Completing all work in accordance with manufacturers, legal and JETS standards. Carry out road testing of vehicles to ensure work is completed to approved quality and standards. Ensuring movement of vehicles is done safely in accordance with approved practices.
- To keep up to date with legislation and technical developments within the automotive industry and to assist other staff in developing their appreciation of such matters.
- The post holder must be able to carry out MOT assessments in accordance with statutory requirements and approved standards or exemptions.
- To make timely and concise requests for stock items and ensuring these are accurately recorded against the job card.
- Work efficiently and effectively both individually and as part of a team, this may require working alongside other colleagues to complete work already commenced.
- The post holder will undertake necessary training and as required provide training or pass information on to others, they will develop and mentor apprentices and other colleagues as required.
- The post holder is responsible for maintaining good workshop housekeeping, standard operating procedures and safe systems of work are complied with, delivering the highest standard possible.
- All other duties as appropriate to the grade and role

Accountable for: (ie responsibilities held by others but measured and owned by this role)

The post holder ensure that varied service, maintenance and repair (SMR) work is completed upon any vehicle or equipment asset, in support of the combined fleet, ensuring that all vehicles are serviced and maintained to the required standard of quality, safety and cost.

All vehicle movements including recovery and test driving is carried out in accordance with appropriate policies.

Manage and ensure that accurate completion and sign off all required paperwork and electronic documentation is completed, in line with the legal and policy requirements. Ensuring working time is accurately recorded. That any and all defects or issues are reported and acted upon, keeping the fleet safe and operational.

Ensure MOT testing or equivalent exemption quality assurance is completed in a compliant manner, all accreditation and record keeping is maintained and up to date.



Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	Valuing Diversity	2
	Managing Sensitivities/Political Savvy	2
We take ownership	Customer Service	2
	Maintaining Accuracy/Sustainable Working	1b

Inclusive, enabling and visionary leadership

We are collaborative	Partner Working	2
	Managing Complexity/Strategic Planning	2
We deliver, support and inspire	(self) Leadership	1b
	Supporting Colleagues/Coaching & Mentoring	2

Intelligent, creative and informed policing

We analyse critically	Problem Solving	2
	Situational Judgement	2
We are innovative and open-minded	Continuous Improvement	2
	Futurology	1b

Education, Qualifications and Experience

Essential:

- City & Guilds / NVQ Level 3 in Light Vehicle Technical Certificate or relevant qualification
- Be able to evidence knowledge of vehicle maintenance and stores establishment
- Be able to evidence working as part of a multi-disciplined team
- Hold a current driving licence
- Possess the ability to communicate effectively using written, verbal and IT skills

Desirable:

- Relevant Engineering qualification (e.g. HNC) or apprenticed Engineering Craftsman
- Have extensive skills and experience at specialist fleet maintenance and repairs
- Have knowledge of Health & Safety - including risk assessments and training requirements
- Possess an ability to adapt to change in a competitive environment and demonstrate flexibility and willingness to learn
- Hold a current LGV driving licence category C



Skills Matrix (See Skills Matrix)				
Essential:	Desirable			
•	•			
Leadership Passport Level	Practitioner s & Team Leaders	1 st Line Mngrs	2 nd Line Mngrs	Senior Mngrs
	1	2	3	4

* Indicates that training will be provided as part of the role in this skill

CPD Requirements

Professional Registration/Licences

Special Conditions				
Own car for business use	No			
Higher level vetting required	No			
Requirement to wear Uniform	Yes			
Requirement for post entry training	No			
Fixed Hours	No			
Weekend working expected	Yes			
Shift allowance	No			
Fixed term or temporary role	No			
Politically Restricted	No			
On call/standby rota	Yes			
Flexitime Role	Yes			
Notice Period	1 week	28 Days	1 month	3 months

Agile Profile (See Agile Matrix)					
Desk	Confidential	Systems &	Telephony	Paper	Hours



	ity	Email			
1	5	4	4	2	2