

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | LGV Engineer |
| HBC Grade: | **HBC 7** |
| Service: | **Logistics** |
| Division: | **Enterprise, Community and Resources** |

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| **Main Purpose of the Role** |
| Repair and Maintenance of all vehicles and plant operation by the Authority, in accordance with the Council Schedules, Manufacturer’s specifications and times. |

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| **Key Duties** | |
| **1** | Repair and Maintenance of Workshop equipment. |
| **2** | Driving of all vehicles (to limit of Licences held) necessary to the operational efficiency of the Workshop |
| **3** | Promote and maintain flexible working practices |
| **4** | Test and carry out Maintenance in the MOT and Repair Centre |
| **5** | Thorough working knowledge of C & U Regulations and current MOT testing requirements |
| **6**  **7**  **8**  **9**  **10**  **11**  **12**  **13**  **14** | Other related duties and responsibilities as required fulfilling Maintenance Contract Conditions.  Must be available on a weekly rotational basis to provide emergency out of hours vehicle breakdown cover. This will also cover Standby for operation of the Winter Gritter.  Work in a safe and efficient manner  Maintain working area in a clean and safe condition  Ensure that each vehicle defect or repair is rectified correctly to manufacturer’s standards  Ensure that all vehicle inspections are completed correctly ensuring the vehicle is fully roadworthy and fit for purpose  Ensure all mandatory records of maintenance, service, repair and testing section activities are completed accurately and correctly  Full utilisation of working hours with object of securing improved efficiency  The above description sets out the main areas and duties of the post, but to obtain operational efficiency it may be necessary to change these from time to time without varying the general character of the position. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| Recognised trade apprenticeship, City & Guilds in Mechanical Engineering or NVQ level 3.  Evidence of a continual working development with regard to vehicle technology and advancements in engineering diagnostic equipment. | Minimum 3 GCSE’s at Grade C or above  IRTEC Certificate of Competence.  Nominated MOT Tester Certificate | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Substantial experience of all types of vehicle repair, maintenance and service of vehicles | Detailed Knowledge and understanding of the Construction & use regulations for Motor Vehicles. | Be competent and have good working knowledge of vehicle electric’s, hydraulics and pneumatics. | Application / Interview /Assessment |
| **DESIRABLE** | Experience of working on heavy municipal vehicles, or the enthusiasm to learn and develop different skills sets that are relevant in a diverse Local Authority Fleet. | A good working knowledge of current legislation with regard to MOT Testing | Necessity to comply with all regulations associated with the requirements of Operator Licencing. | Application / Interview /Assessment |

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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Full Clean driving licence | LGV Driving Licence | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |
|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.