



Job description	
Job title	Fleet Maintenance Service Technician
Grade	F
Directorate	Communities & Neighbourhoods
Section/team	Fleet & Logistics Management Service
Accountable to	Fleet Maintenance Senior Technician
Responsible for	N/A
Date reviewed	13 th December 2023

Purpose of the Job

The primary purpose of the post is to undertake MOT tests (Classes IV, V & VII), including taxi compliance tests on private hire and hackney carriage vehicles. To undertake the inspection, servicing, repairs, diagnosing and rectification of faults on all types of Light commercial vehicles and specialist plant equipment.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- 1) To undertake MOT tests (Classes IV, V & VII) on fleet vehicles, public cars, light vans, and minibuses, including taxi compliance tests on private hire and hackney carriage vehicles in line with all DVSA and KMBC regulations and annual DVSA test requirements
- 2) To work with the Senior Fleet maintenance technicians offering the necessary technical support whilst ensuring high levels of productivity, minimising vehicle downtime and maintaining a high-quality cost-effective standard of work to improve fleet utilisation, workshop productivity, and deliver financial efficiencies.
- 3) To undertake the inspection, servicing, repairs, diagnosing and rectification of faults on all types of Light commercial vehicles and specialist plant equipment, including providing a rapid response for unscheduled maintenance problems, using all technical diagnostic equipment at your disposal.



- 4) To work with external contractors e.g., auto-electricians, specialist recovery companies, approved body repair contractors, tyre contractors and vehicle / plant service teams as requested.
- 5) To work within the Fleet procedural functions maintaining written and computer-based records using the Fleet management Tranman system. This includes utilising a workshop based mobile pc/or handhelds to record all work undertaken against each individual vehicle or item of plant in accordance with the service ISO 9001 operating procedures and DVSA regulations.
- 6) To carry out road tests and assist in the collection and delivery of any vehicles, in support of operational requirements applicable to the relevant driving licence category.
- 7) To attend offsite breakdowns and effect necessary repairs to render the vehicle roadworthy while ensuring all road safety regulations are adhered to liaising with customers and vehicle recovery specialists on vehicle faults and issues.
- 8) To work with management in identifying assessing and implementing new working methods that will result in the service achieving operational efficiencies to support business needs.
- 9) To participate in all team meetings and contribute towards the development of the service improvement and performance plan.

Health and Safety

1. To ensure that fleet management vehicle inspection operations are carried out safely and in accordance with all corporate Health and Safety legislation, guidelines and best practice.
2. To continuously develop and implement suitable and sufficient 'Safe Systems of Work' and 'Risk Assessments' to eliminate or minimise risks throughout all FLMS operations.
3. Working knowledge of the Health & Safety at Work Act ensuring health and safety policies and procedures are up to date, managed, implemented, communicated and complied with ensuring all staff keep the workshop area in a clean, tidy and safe condition.
4. To use equipment as instructed and trained.
5. To inform management of any health and safety issues which could place individuals in danger.



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.
- Comply with all FLMS ISO quality standards regarding documentation and record keeping.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.

Job description prepared by:

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