

## **Environment & Regeneration Department – Garage Section**

Vehicle Technician – Grade: Pay Band 6 (SCP 13 – 17) (£19,701 - £24,357)

Douglas Borough Council have a vacancy for a Vehicle Technician. A City and Guilds Engineering Certificate (motor vehicles) Part 2 (minimum) or equivalent is essential. A minimum of 2 years' experience in a similar environment and a full clean valid driving licence is also essential.

An application pack can be obtained from the HR Department on 696455, downloaded from [www.douglas.im](http://www.douglas.im) or collected from Henry Bloom Noble Library, Douglas.

The closing date for the receipt of completed applications is 5.00 pm, Friday, 23<sup>rd</sup> November 2018.

# **PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015**

## **JOB OUTLINE**

**GRADE – PAY BAND 6 (SCP 13 – 17) (£19,701 - £24,357)**

|                         |  |
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| <b>DEPARTMENT</b>       | Environment & Regeneration   |
| <b>SUB-SECTION</b>      | Garage   |
| <b>DESIGNATION</b>      | Vehicle Technician   |
| <b>REPORTS TO</b>       | Workshop Supervisor  |
| <b>DURATION OF POST</b> | Permanent  |
| <b>BASE</b>             | Service Centre, Ballacottier   |
| <b>GRADE</b>            | Pay Band 6 (SCP 13 – 17)   |
| <b>HOURS OF DUTY</b>    | 37 hours pw + 2 hours (taken as lieu time)<br>Monday – Thursday 8.00 am – 12.00 m/d (½ hour lunch)<br>12.30 pm – 4.30 pm<br>Friday 8.00 am – 3.30 pm |

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### **MAIN PURPOSE OF THE JOB**

Work as a member of a team within the Garage Section in liaison with the Parts & Maintenance Supervisor, Workshop Supervisor and other Vehicle Technicians, to ensure an efficient and effective vehicle maintenance and equipment repair service is provided to Douglas Borough Council.

### **SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES**

1. Carry out vehicle and equipment repair and maintenance work to pre-determined standards, to ensure the Garage Section meets its obligations to provide vehicles and equipment which are safe, reliable and legal in accordance with the Road Traffic Acts.
2. Complete records/documentation for all vehicles and equipment maintained to ensure efficiency and accountability of the Garage.
3. Maintain specialist service equipment and tools to ensure they are available for immediate use.
4. Identify and report to the Foreman any vehicle/equipment defect which has not been identified as part of the allocated job task to ensure the safety of the Council's vehicles/equipment.

5. Interpret and implement relevant service and repair data and instructions, technical bulletins and manufacturer's modifications.
6. Report factors which prevent work continuing on a vehicle/equipment to the Foreman immediately they occur.
7. Ensure all necessary protective clothing/footwear/devices are used for work in hand and that all work procedures are in accordance with good practice and health and safety.
8. Maintain high levels of cleanliness of the workshop, vehicles and equipment to promote safe working practices.
9. Develop and maintain good working relationships within the Vehicle Maintenance Team, internal Departments and other agencies as required.
10. Provide out of hours cover for breakdowns/incidents as per the agreed rota scheme to maximise Service appliance availability.
11. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non-discriminatory manner in accordance with the Council's Equal Opportunities Policy.
12. Compliance with the provisions of the Isle of Man Data Protection Act 2002, the Computer Misuse Act 1990, Council policies, procedures, Standing Orders and Financial Regulations and any other relevant legislation.
13. Be responsible for the health and safety of the staff of the Garage Section and for the safety of the public and other staff who come into contact with any aspect of Garage duties being undertaken.
14. Interdepartmental work as required/necessary.
15. Participate fully in discussions relating to any changes deemed necessary to the job outline, reaching mutual agreement to any reasonable changes to the job outline after consultation with the post holder, if not agreed by mutual consent.
16. Such other duties within a similar level of responsibility may be required from time to time by the Parts & Maintenance Supervisor /Transport & Plant Manager.

## **SKILLS REQUIRED**

### **Essential**

1. City & Guilds Engineering Certificate (Motor Vehicles) Part 2 (minimum) or equivalent.
2. Minimum of 2 years experience in a similar environment.
3. Excellent technical skills with the ability to work on own initiative.
4. Ability to plan and communicate effectively, demonstrate problem solving and diagnostic skills along with delivering effective customer service.
5. A full clean valid driving licence.

### **Desirable**

1. HGV Driving Licence.
2. Experience of working within a diverse fleet environment to include hydraulic systems/refuse compactor systems/agricultural and ground care machinery/electro-mechanical devices and vehicle electrical systems.
3. Diagnostic skills and quality assurance capabilities.
4. Public Sector experience.
5. Political sensitivity.

### **How many employees does the job occupant supervise?**

None

### **What resources is the job occupant responsible for (i.e., building plant, equipment, machinery, appliance, tools and materials)?**

1. Tools, equipment and materials (including chemicals) allocated/used by the postholder.
2. Vehicles, plant and machinery belonging to or on hire to Douglas Borough Council allocated/used by the postholder.

### **Does the job occupant have contact with members of the public, and if so, for what purpose?**

On a regular basis as part of the role.

### **Does the job occupant work alongside the person he/she reports to?**

No