

Job Profile

Workshop Technician Corporate Fleet Unit

Grade: 7

Date created: 22/06/22

About the Job (please refer to the completed example and guidance notes for further information)

As a member of the Corporate Fleet Unit (CFU) workshops team based at the Tri Centre Workshops, you will contribute to the high standard of maintenance of the fleet of vehicles and equipment for Gloucestershire Fire & Rescue Service (GFRS) and Gloucestershire County Council (GCC). You should provide advice, maintenance & repair expertise over a wide range of vehicles, including, mechanical, auto electrical, pneumatic & hydraulic disciplines primarily to meet the needs of The Fire and Rescue Service, and Gloucestershire County Council (GCC).

You will conduct preventative maintenance and repairs on all firefighting vehicles, cars, vans, pick-ups, and other ancillary vehicles including watercraft (Ribcraft boats) in accordance with manufacturer guidelines to ensure legal requirements are met and agreed standards are maintained. You will also have responsibility for conducting minor repairs to vehicles and plant bodywork and finishing to the required standard as well as maintaining relevant records and job cards for all repairs.

You will receive daily management supervision from the Workshop Technical Supervisor in conjunction and as required instruction from the Technical Equipment Supervisor. Overall Management Supervision will reside with the Corporate Fleet Operations Manager.

You will help to build relationships across all teams within Gloucestershire Fire & Rescue Services, Corporate Fleet Unit, and the wider Gloucestershire County Council organisation.

You will support the Corporate Fleet Unit Fleet Operations Manager to deliver projects and tasks

This is what we need you to do...

- To conduct inspection, preventative maintenance, and repair on a wide range of vehicles and plant including electrical, pneumatic, and hydraulic equipment in the Workshop, at Fire Stations, at incidents, at Gloucestershire County Council sites and at the roadside.
- To assist in the administrative and inspection tasks to meet the business needs of the service area. Supporting the wider Gloucestershire Fire & Rescue Service and Corporate Fleet Unit team as required.
- To use modern techniques and equipment as necessary, including computer based diagnostic equipment.
- To be able to diagnose quickly and effectively, repair, maintain and prioritise workloads as necessary to ensure compliance.
- Conduct basic fabrication and welding to support the repair of fleet vehicles and equipment.
- To be able to identify, assess and pre-plan spare parts requirements for work in hand.
- To participate in collection, delivery and recovery of vehicles and equipment as required.
- Responsibility to ensure accurate work and time records are maintained, using both paper and computer-based systems.
- Responsible for ensuring high quality standards are maintained
- To participate in an out of hours on call scheme providing maintenance & repair expertise over a wide range, including, mechanical, auto electrical, pneumatic & hydraulic disciplines at incidents or roadside.
- To actively participate in maintaining the workshop and workshop

Special Conditions

- The Postholder will be expected to maintain occupational competence and will be required to attend relevant courses, seminars etc. where appropriate.
- The Postholder must have current light vehicle (Category B) and large vehicle (Category C) licences.
- The Postholder will be required to take part in an on-call rota, for which an allowance will be paid.
- The Postholder will not smoke in the workplace or in County Council vehicles.
- Flexible working hours may be available for this post, in consultation with your Line Manager.
- Assist in the implementation of the organisation's equal opportunities objectives with particular reference to any targets / positive actions set out in the [Fairness & Diversity Strategy]
- To adhere to all organisation Health and Safety policies and procedures and other policies and procedures applicable to employees.
- Must live within 30 miles of Gloucester.

Principal Contacts

- Internally, the principal contacts will be with Fire Stations and departmental staff, including GFRS Control, regarding transport and equipment servicing and repair.
- Outside the department, the main contacts will be local suppliers, repairers, etc.

equipment in a safe, clean, and tidy order.

- To undertake those duties which support the achievement of the Council's equal opportunities objectives, with particular reference to the targets/positive actions included in the annual Positive Action Plan and aspects of service delivery.
- To participate in the PDR process and work towards achieving the appropriate level of Skills for Tomorrow identified for this post.
- The postholder to adhere to all health and safety instructions and to take all reasonable care not to do anything that might endanger themselves or others; to report to their line manager any dangerous situations in the workplace of any shortcomings in health and safety arrangements which they perceive.
- Ensure the delivery of a high-quality service to customers
- Prioritising issues and ensuring that urgent or significant matters are dealt with as appropriate
- Taking forward actions to ensure completion of projects.
- To undertake such other duties related to the work of the organisation as may be assigned that are consistent with the nature of the job and its level of responsibility

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the organisation reserves its right to amend or add to the accountabilities listed above.

- Leadership Team in CFU
- Wider CFU Team and GCC
- Directors, Senior Managers, Service Users, and members of the public
- Internal and External customers / organisations

The ideal candidate will have...

Experience

- Mechanical experience in a busy heavy or light vehicle and or plant workshop.
- Basic fabrication and welding skills.
- High standard of general engineering ability.
- Experience in computerised diagnostic equipment.
- Experience of mixed fleet of light and heavy vehicles.
- Dealing with specialist or emergency vehicles.
- Managing work independently

Knowledge, Skills and Understanding

- Forward thinking, readily adaptable, accurate with a desire for quality.
- Good “customer” perception. Good time keeping without supervision.
- Ability to work under pressure and work to very high and demanding standards.
- Good methodical organised approach to jobs.
- Good attendance record.
- Willing to work to a “right first time” quality ethos.

Behavioural attributes

- Flexibility with working hours and needs of the business and provide scheduled out of hours availability
- Strong customer focus with a commitment to ensuring the provision of high-quality services, both internally and externally
- Able to be initiative and be proactive
- Ability to respond quickly to changing priorities and manage own workload as well as workload of others
- Excellent interpersonal skills and ability to work as part of a team and sets high standards by example
- Positive attitude to problem solving and innovation and flexible and adaptable approach to challenges
- Excellent organisational skills with ability to respond to tight deadlines and handle priorities
- Positive and open working style
- Attention to detail
- Strong sense of objectivity and diplomacy
- Committed to continued professional development

- Good general standard of education, particularly English and Maths.
- Ability to use induction heater equipment.
- Excellent communication skills, both written and verbal at all levels.
- Effective time management.

Education & Qualifications

- City & Guilds Motor Vehicle Mechanics parts 1 & 2, passes & National Craftsman Certificate or equivalent.
- LGV/Light Mechanic qualification
- LGV category "C" driving licence.
- GCSE passes in English & Maths
- IRTEC Qualification
- Basic or advanced electrics diagnostic and repair qualification
- Water Pump knowledge
- Hydraulic knowledge

There are also a number of generic requirements that are applicable to all employees within the organisation. There can be found at the following link:

[\[http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579\]](http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579)