



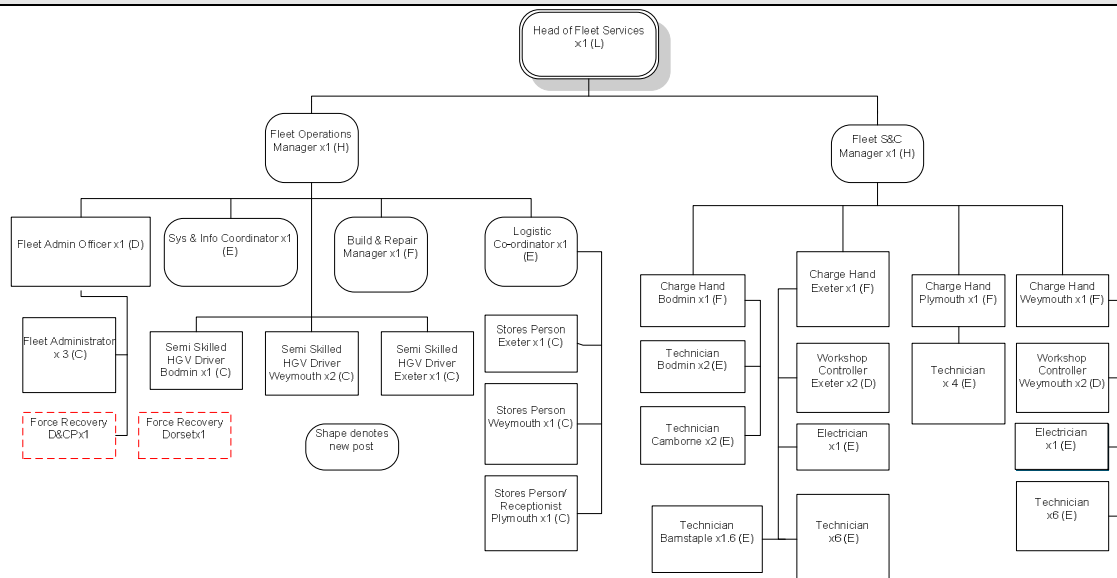
## Job Description

<b>Date:</b>	November 2020
<b>Job Title:</b>	Fleet Services – Vehicle Technician
<b>Post Number:</b>	
<b>Division/Department/Section:</b>	Fleet Services – Finance and Resources
<b>Line Manager (Name/Title &amp; Post Number)</b>	Fleet Services - Charge Hand

### 1. PURPOSE

To deliver a prompt, efficient and effective repair service to optimise vehicle availability for all vehicle users. To provide timely and efficient scheduled maintenance on vehicles and equipment to ensure that all assets owned by both Devon & Cornwall and Dorset Police remain safe, reliable, legally compliant and fit for the purpose for which they were provided. To complete all documentation relating to vehicle repairs and maintenance.

### 2. POSITION IN THE ORGANISATION



### People who work directly for this post

N/A

<b>3. MAIN RESPONSIBILITIES</b>	
<b>(INPUT)</b>	<b>(OUTPUT)</b>
To maintain and repair force vehicular resources to industry and force standards. Delivering an efficient and effective service ensuring that vehicles are safe, reliable and legally compliant at all times.	Fleet resources are maintained to the highest standards; ensuring operational capability is sustained – cognisant of and compliant with all industry and Force expectations, including legislative.
Completion of maintenance documents and records, ensuring all parts required are accurately accounted for.	Record keeping is effective and robust and rigorous to account for any review/audit.
To carry out unscheduled repairs to vehicles promptly, efficiently and effectively to a high standard to maintain the highest possible levels of vehicle availability for the Forces.	Meet arising demands on a needs basis – positively reacting to circumstances to help sustain operational capability.
Provide a timely and customer focused vehicle maintenance service to an agreed standard and schedule, whilst ensuring that the vehicles are safe, reliable and legally compliant at all times.	Vehicle fleet resources are maintained in an efficient and effective manner, compliant with standards and legislative demands, yet with a clear customer focus to sustain engagement and understanding of these essential requirements.
To comply with Health and Safety Legislation and procedures as applicable to the vehicle workshops including risk assessments and COSHH regulations.	All legislative requirements are demonstratively met at all times, with a sound and robust mechanism in place for recording any documentation/rationale underpinning such matters.
To recover broken down / accident vehicles.	A recovery service is sustained to meet operational needs.
Provide specialist and technical engineering expertise and advice to users.	Professional expertise and knowledge is accessible to users.
Operate specific computer and software systems provided to obtain information or diagnose faults with vehicles.	Fault diagnosis is efficient and utilises the most appropriate systems to support this.
To provide a mobile 'quality control' function as directed by the Charge Hand at remote locations across the two Forces.	Mobile quality control objective is fully met across the 2 Forces at all discreet locations as required.

Drive a police vehicle safely with consideration for others in accordance with Force policy and in line with the system of car control.	Driving of all/any vehicles at any time is respectful of Force policy and recognised safe practices and cognisant of Force values.
Commissioning and disposal of Force vehicles.	A commission and disposal service is sustained.
This list of duties is not restrictive or exhaustive and the post-holder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc provision of guidance and informal training of new colleagues.	Completion of duties to meet the needs of the police service.
<b>4. CONTACTS</b>	
1.	Charge hand and Fleet Service Coordinators.
2.	Fleet Services Senior Management Team.
3.	Vehicle users at all levels.
4.	Vehicle and parts suppliers.
5.	Motor vehicle dealerships and repair facilities.
<b>5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION</b>	
The 'Police Staff Standards of Professional Behaviour' together with the National Code of Ethics are a set of non-negotiable standards that all Dorset Police staff must abide by. Loyalty to these Values and Ethics are a requirement for membership into Dorset Police.	
<b>6. HEALTH &amp; SAFETY TRAINING</b>	
<ul style="list-style-type: none"> <li>• Manual Handling</li> <li>• Working with Chemicals/Biological Hazards (COSHH)</li> <li>• Working with Equipment/Machinery with potential to cause harm</li> </ul> <p>You are advised to read the Force's Health and Safety policy which will give a more in depth description of your full health and safety responsibilities.</p>	
<b>7. HEALTH MONITORING</b>	

There is a requirement within this role to undergo a 3 yearly hand examination by an Occupational Health Nurse and yearly hand examinations by supervising line manager

Hepatitis B immunisation required for this post.

## 8. VETTING

Standard level

## 9. TERMS OF APPOINTMENT

The commencing salary will be within salary scale E, starting at £23,817 rising by increments to £27,774

## 10. PERSON SPECIFICATION

### Essential Criteria

Criteria to be measured	Competencies Required
<b>Criteria A</b>	To be able to evidence a high degree of competence in motor vehicle service and repair preferably to City & Guilds, Vehicle Technician or NVQ level 3 accredited standard with significant post apprenticeship experience.
<b>Criteria B</b>	Awareness of general risk assessments, COSHH regulations and Health and Safety regulations pertinent to the vehicle maintenance industry.
<b>Criteria C</b>	Ability to prioritise work as well as providing a systematic, disciplined and analytical approach to problem solving.
<b>Criteria D</b>	Knowledge of up-to-date motor vehicle engineering, terminology and practises including diagnostic and repair techniques.
<b>Criteria E</b>	Good level of communication and interpersonal skills, with the ability to communicate with staff and officers of all levels, along with the ability to work as part of a team.
<b>Criteria F</b>	Full UK driving licence.
<b>Criteria G</b>	Hold a current Vehicle Inspectorate Nominated Tester Certificate or experienced to an equivalent standard.
	Good keyboard skills and computer literate with practical examples

<b>Criteria H</b>	of using MS Office applications including Outlook and Word.
<b>Criteria I</b>	Experience of working to industry repair times to an efficient and effective high standard.