

## Skilled Vehicle Technician

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**Department:** Infrastructure, Housing and Environment

**Section:** Operations and Transport

**Reports to:** Operations Manager Fleet Maintenance

**JE Ref:** IHE1101

**Grade:** MW07

JE Date: 3/10/2021

### Job purpose

Maintain, repair, and inspect vehicles from within a fleet of over 500 road registered vehicles and approximately 800 items of plant. Some of these are 'conventional' cars, vans, and lorries, but others constitute specialist vehicles, Emergency Services vehicles, heavy mobile plant, as well as general construction, municipal and horticultural items of plant.

### Job specific outcomes

The responsibilities of the role require the role-holder to undertake the following activities:

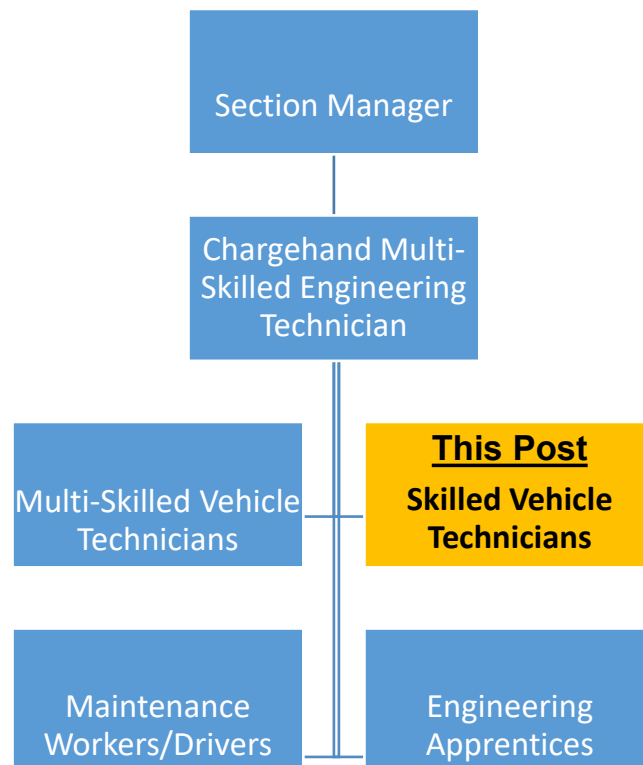
- Carry out planned preventative maintenance and servicing of vehicles and plant together with carrying out statutory vehicle inspections.
  - Inspect, diagnose and repair faults on vehicles, technical equipment and assets owned or operated by the Government of Jersey in line with their core skills. Commission new technical equipment and assets owned or operated by the Government of Jersey.
  - Take an active role in the creation, on-going development and implementation of health & safety written risk assessments for the wellbeing of themselves, co-workers and the general public. Produce, and work to, written dynamic risk assessments when dealing with situations not conforming to a standard risk assessment. Assist asset owners, chargehands and managers with the production of method statements when requested.
  - Assist in the design, manufacture or modification of simple components, not subject to statutory design criteria, nor affecting the safe use/operation of any related equipment.
  - Carry out all required preparation and cleaning of equipment and assets prior to and after maintenance or repair. Use appropriate workshop tools and specialist machinery in a safe manner in order to carry out the required task in the most efficient manner.
  - Report back on work done, materials used, time taken, further work required and asset condition using the appropriate work reporting system in use by the section.
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## Organisational structure

### One Government Departments



## Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• The role-holder must have successfully completed a four-year vehicle apprenticeship and have gained a minimum of a Level 3 City&amp; Guilds qualification, or an acceptable equivalent.</li> <li>• Once in employment, the role-holder is required to successfully complete various relevant specialist short training courses, typically of one week's duration and usually provided by plant/vehicle manufacturers or specialist training providers.</li> <li>• The role-holder is required to hold a driving licence permitting the use of minibuses and medium goods vehicles.</li> <li>• The role-holder must also pass a relevant CRB check allowing them to drive emergency vehicles, including motorcycles.</li> </ul>	
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Identifying remedial action/repair that is necessary to effectively address misuse and abuse of equipment resulting in an unforeseen failure and then effectively and efficiently undertaking the necessary actions.</li> <li>• Diagnosing the reasons for technical failures/effective fault finding.</li> <li>• Maintaining awareness of the rapidly changing technology affecting the vehicles and plant upon which the role-holder must work.</li> <li>• Determining how best to respond if support from vehicle dealerships is inadequate. Identifying where difficulties are caused by inadequate parts supply.</li> <li>• Undertaking dynamic risk assessment when dealing with situations which do not conform to a standard risk assessment.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Assisting asset owners, chargehands and managers with the production of method statements when requested.</li> <li>• The role-holder also takes an active role in the creation, development, and implementation of written risk assessments, together with assessments relating to the control of substances hazardous to health (COSHH).</li> <li>• The role-holder must also ensure that, when providing written reports or entering data in relation to work done, time taken and materials used, that they have fully included all the required elements. This equally applies where the role-holder is reporting in relation to further work that may be required, or the current condition of the asset.</li> <li>• There will also be occasions when the role-holder will assist in the design, manufacture or modification of simple components that are not subject to any statutory design criteria, and also not having a detrimental effect of the safe use or operation of the equipment involved.</li> </ul>	
<b>Technical / Work-based Skills</b>	<ul style="list-style-type: none"> <li>• There will be some occasions where the role-holder is likely to communicate with peers in other government agencies in relation to the general fulfilling of the role-holder's responsibilities. This communication is likely to be verbal.</li> </ul>	
<b>General Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Understand and apply instructions and guidance given to them.</li> <li>• Understand the circumstances requiring them to seek guidance and advice.</li> <li>• Be able to work collaboratively with others and as a team member.</li> <li>• Adhere to all safety and governance procedures.</li> <li>• Have a good standard of literacy, computer literacy and numeracy,</li> </ul>	

	<p>together with verbal and written communication skills.</p> <ul style="list-style-type: none"> <li>• Have a high level of manual dexterity and precise hand/eye coordination.</li> </ul>	
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• An individual recruited externally would be expected to have experience of working on a wide range of plant and vehicles, and to do so whilst working alone, without permanent supervision.</li> <li>• An individual recruited with the requisite qualifications and experience should be up to speed to perform in the role at an acceptable standard after a period of six months.</li> </ul>	