

Chargehand Multi-skilled Vehicle Technician

Department: Infrastructure, Housing and Environment

Section: Operations and Transport

Reports to: Operations Manager Fleet Maintenance

JE Ref: IHE1103

Grade: TECH10

JE Date: 3/10/2021

Job purpose

Plan, organise and control the efficient working of the vehicle engineering workshops, including the Emergency Services satellite workshop in order to 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 therefore require the role-holder to undertake the following activities:

- Supervision and first line management of multi-skilled vehicle technicians, technicians, semi-skilled workers, apprentices, and students engaged in work experience. Take charge of significant specialist vehicle fit out, commissioning and/or overhaul projects, leading the team involved.
 - Planning, organising, and implementing planned preventative maintenance regimes for a range of vehicles, mobile plant, and some other equipment.
 - Produce job sheets, purchase orders, and oversee the production of, and adherence to, method statements and risk assessments. The role-holder must also allocate work among colleagues in an efficient and fair manner, monitor progress, and inspect completed work to ensure that the required standards are consistently achieved.
 - Assess and formulate cost estimates for work when requested to do so, in relation to the 'scope of work' to be undertaken, advising clients or management of any consequences from the work. Prepare materials and parts specifications and requirements, ordering these from stock or by direct purchase, in full compliance with Treasury financial directives. The role-holder must also control the issue of stock items to colleagues, ensuring that all parts and materials are requisitioned from the stores and booked to the appropriate rechargeable work order in the correct manner.
 - The role-holder must lead the development, implementation, and ongoing review of written risk assessments for work carried out by staff, ensuring that all are made aware of, and abide by existing
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risk assessments. The role-holder must also encourage the use of dynamic risk assessments and take appropriate mitigating action for non-standard conditions that are encountered. Where required, the role-holder must liaise with qualified health and safety colleagues for specific advice as to best practice, or details of relevant regulations. Where required, the role-holder must assist asset owners and managers with the production of method statements.

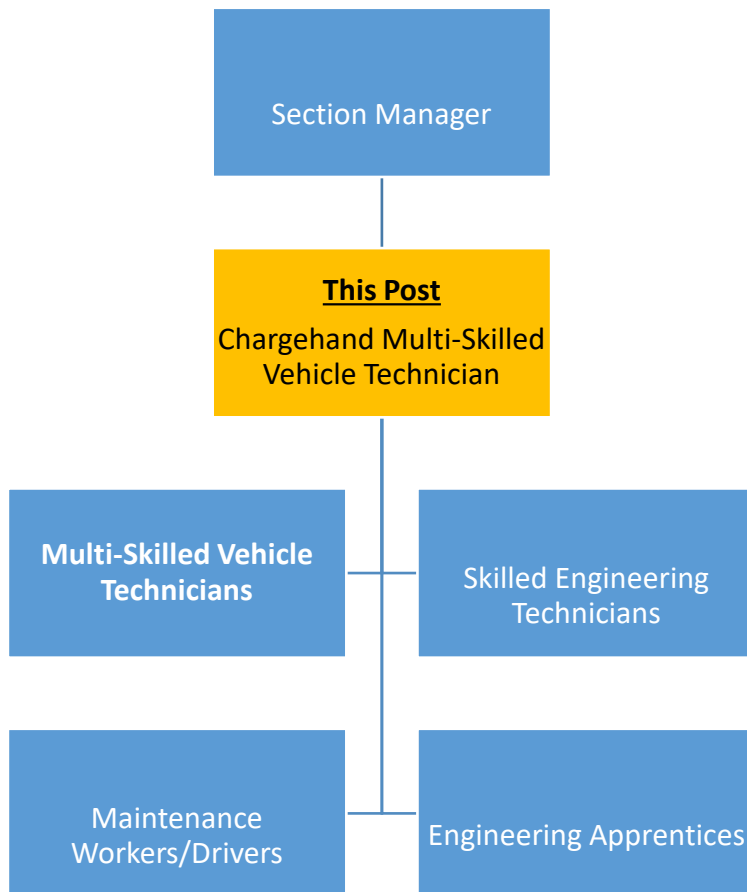
- The role-holder is responsible for ensuring that weekly staff timesheets are filled in correctly, with time properly assigned to work orders, and that any issues arising are escalated. Role-holder also oversees staff annual leave and sickness reporting and must ensure the correct coding is applied to staff timesheets. Any unresolved absence or attendance issue must be escalated to the role-holder's line manager.
- A further administrative duty for the role-holder is to organise accident information into the relevant computer system, arranging with body repairers and insurance companies for the necessary repairs to be undertaken. The role-holder is required to consider the nature of damage to a vehicle, and how it was caused, to determine whether an insurance claim should be lodged, or not.
- The role-holder is also a designated first aid 'Appointed Person' with the associated responsibility of ensuring that the first aid boxes stop with appropriate index supplies and is required to call the emergency services should this be necessary, together with ensuring that all accidents are properly recorded.
- When not addressing their supervisory, administrative, or planning duties, the role-holder is required to perform as a Multi-skilled Vehicle Technician addressing all tasks, repairs, remedial work, diagnostics, and scrutiny of vehicles and equipment as required. This will require, on occasion, the role-holder working in areas that have been formally identified as confined space environments. 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.

Organisational structure

One Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • The role-holder must have successfully completed a four-year vehicle apprenticeship and have gained a minimum of a Level 3 City& Guilds qualification, or an acceptable equivalent. • 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. 	
Knowledge	<ul style="list-style-type: none"> • Be competent to produce and monitor adherence to risk assessments and method statements. • Have the ability to plan for, supervise and monitor more junior personnel, including apprentices. • Have the ability to understand the significance of, and effectively apply all appropriate governance controls safeguarding the health, safety, and welfare of those with whom the role-holder is working, and for whom they are responsible. • Adhere to all safety and governance procedures. 	
Technical / Work-based Skills	<ul style="list-style-type: none"> • The role-holder is required to hold a driving licence permitting the use of minibuses, medium goods vehicles, HGVs, and the towing of trailers. • The role-holder must also pass a relevant CRB check allowing them to drive emergency vehicles, including motorcycles. 	
General Skills/Attributes	<ul style="list-style-type: none"> • Have a good standard of literacy, computer literacy and numeracy, together with verbal and written communication skills. • Have a high level of manual dexterity and precise hand/eye coordination. 	

<p>Experience</p>	<ul style="list-style-type: none"> • As a multi-skilled technician, the role-holder must successfully undertake nationally recognised and certified training beyond what is considered as their core skill, in a further skills area for at least 10 days/80 hours duration, with such training delivered by a recognised training provider. This second skill will be determined by the organisation as that which is relevant to the role-holder's duties and departmental requirements. • The role-holder must also have proven knowledge and experience working on medium and heavy commercial vehicles, mobile plant, light passenger vehicles, electric vehicle technology and critical infrastructure assets such as static fire pumps. • 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. • In the opinion of the role-holder's line manager, in relation to an individual who was fully competent in the role of Multi-skilled Vehicle Technician, a further period of three years would be to gain the experience necessary to function as a competent Chargehand. 	
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