



## Job Description

<b>Job Title</b>	Vehicle Technician (HGV and / or Light Vehicle)		
<b>Grade and Salary</b>	Up to £55,000 depending on experience		
<b>Location</b>	Cowley Marsh		
<b>Service Area / Directorate</b>	ODSTL		
<b>Responsible To</b>	Assistant Workshop Manager	<b>Direct Reports</b>	N/A
<b>Budget (£)</b>	N/A	<b>Assets</b>	N/A
<b>Rehabilitation of Offenders Act 1974</b>	Not Exempt	<b>Additional Screening</b>	select
<b>Candidate Screening</b>	Not required		

### This job is 'doing good' by

- Service and maintain all types of vehicles (Commercial and non-commercial), plant, grounds and parks maintenance equipment to an exceptional level of quality.
- Undertake fault diagnosis and repairs, including the use of electronic diagnostic equipment.
- Prepare and submit all Commercial vehicles, other than exempt categories, for annual MOT inspections.

### Responsibilities and main duties

- Maintain all types and a mixed fleet of vehicles (Commercial and non-commercial), trailers, also retail repairs to cars and vans.
- Undertake periodic safety inspections of all vehicles and plant held or serviced by ODS Group, which includes external customers, and ensure the accurate recording of materials, defects and condition of the item inspected/serviced.
- Give roadside assistance to broken down vehicles, including recovery to the workshop.
- Undertake fault diagnosis and repairs, including the use of electronic diagnostic equipment.
- Prepare and submit all types vehicles, other than exempt categories, for annual MOT inspections.
- Undertake vehicle electrical work including the checking and charging of batteries.
- Take responsibility, as a key holder, for the security, opening and closing of the workshop, stores and depot yard including outside the normal working hours of the depot or as requested.
- Act responsibly and use initiative when working away from the centralised workshop or in workshop outside of normal working hours.
- Take responsibility for the accurate booking of parts from the Motor Transport stores.
- Undertake out of normal hours stand by and call out duties, on a rota basis as required.

*Note, job holder will be required to provide all own tools*

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

## Our commitment to Safeguarding

ODS is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

## Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria.

Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Full valid, UK Driving Licence (or European equivalent) and meet the requirements to obtain a provisional LGV licence	✓	✓	<input type="checkbox"/>	✓
City and Guilds full craft certificate in Motor Vehicle Mechanics work, or equivalent	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓
Extensive experience of working and carrying out inspections, servicing and repairs on a mixed fleet of vehicles and private cars and vans	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Willing to train as a DVSA Approved Tester for Classes IV-V-V11	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Excellent Customer Service	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Able to work in a high pressure environment to a high degree of accuracy	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Working knowledge of appropriate Health and Safety Legislation	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Able to work under vehicles and move around the workshop	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of using electronic diagnostic equipment	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience of investigating and writing vehicle safety reports	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of DVSA testable vehicle items and acceptable tolerances	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Computer literate with basic IT skills	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>
Able to work a shift system between the hours of 06:00 and 20:00.	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>

Desirable Criteria	A	I	T	D
Experience of working with the public	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
DVSA Approved Tester for Classes IV-V11	✓	✓	<input type="checkbox"/>	✓