

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

**JOB TITLE:** HGV and Municipal Vehicle Technician

**REFERENCE NO:** COM888

**SALARY SCALE:** Scale 5 (scp 16-19) £29,572 to £31,067 per annum

**HOURS OF WORK:** 37 Hours Per Week

**POST NO:** M107

**SERVICE AREA:** Refuse Section

**RESPONSIBLE TO:** Senior HGV and Municipal Vehicle Technician

**JOB PURPOSE:** To undertake the full range of repairs and maintenance to the Council's vehicle fleet, plant and equipment.

## KEY RESULT AREAS:

- Working on one's own initiative to, locate, investigate and diagnose faults and defects (using diagnostic equipment where available) in the mechanical, electronic, electrical, hydraulic and pneumatic systems, on the chassis and specialised bodies and all other parts of the council's vehicle fleet and associated equipment, especially those fitted to specialist vehicles such as refuse collection vehicles, tractors, diggers and grass cutting machinery etc.
- To plan and undertake the effective and efficient repair or rectification of defects and faults on the above vehicle fleet, with due regard to the sourcing, availability and cost of the replacement parts and spares and the downtime of the vehicle/plant and to liaise with Service Managers on the effect that this may have with the delivery of the end service.
- To carry out preventative maintenance in accordance with the laid down manufacturers' specifications.
- To undertake the required periodic DVSA Vehicle inspections.
- To design modifications and repairs to vehicle bodywork, having due regard to vehicle construction and safety requirements and regulations and to subsequently construct or fabricate, and test the installation.
- To prepare vehicles for and to present the vehicle to the Vehicle Inspectorate Test Station for Plating and Testing and to carry out minor adjustments which may be identified on this inspection as required.
- To attend vehicle/plant and equipment breakdowns and effect roadside repairs or recovery to the Transport Workshop or repair agents as appropriate.

- To undertake fabrication work including general welding (gas & arc) brazing and soldering as necessary.
- To complete repairs using workshop tools and equipment including general bench work.
- To devise and develop controls within the electronic and electromechanical vehicle/plant systems in order to identify and inhibit improper driving styles and vehicle/plant operation so that the longevity of the vehicle/plant is maximised and the wear and consumption of consumables and fuels are minimised.
- To liaise with service managers and drivers in ensuring that all vehicles and plant / equipment is used correctly and kept in a clean and tidy condition and specifically inspected before and after work periods, and to devise and implement, in conjunction with Service Managers, the driver and operator routines and checks to ensure that vehicles are at all times appropriately used.
- To carry out assessments of vehicles and plant involved in accidents or damaged and to advice on road-worthiness and arrange for repairs to be carried out.
- To deliver and collect vehicles from suppliers, repairers and user departments and to act as the Council's representative to ensure vehicles conditions are verified prior to collection or delivery to 3<sup>rd</sup> parties
- To assist in the management of the council's vehicle repair workshop and all activities connected with the efficient and effective maintenance of the council's vehicle fleet, plant and equipment.
- To assist the designated person holding the Goods Vehicle Operators Certificate of Professional Competence on behalf of the Council in the fulfilment of all the duties associated with such a role.
- To ensure that appropriate administrative duties arising from the maintenance of the vehicle fleet, plant and equipment, including DVSA required records, DVSA inspection programmes and MOT schedules and documentation are completed in a timely fashion, so that detailed records are retained for all work carried out through the vehicle workshop.
- To work in partnership with all other service managers playing a positive and active supporting role in the delivery of the objectives of their service.
- To contribute to the development of the council's capital programme for new/replacement vehicles, plant and equipment; advising service managers on appropriate vehicle and plant specifications, placing orders as necessary and to assist in the evaluation of received tenders and quotations.
- To hold a current LGV Class C.
- To be a designated Fork Lift operator and licence holder.
- Ensure workshop facilities and bays are clean & safe at the end of every shift.

- To deputise for the Senior HGV & Municipal Vehicle Technician as and when required, providing cover for holidays and other absences.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed ..... Date .....

Name (Print) .....

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
NVQ level 3 / National Craft Certificate level (or better) in HGV maintenance.		Application Form/Interview
LGV category C Driving Licence.		Application Form/Interview
Commitment to ongoing CPC Driver Training.		Application Form/Interview
	Fork Lift Truck Driving Licence.	Application Form/Interview
	CPC in National Road Haulage Management.	Application Form/Interview
	DVSA recognised Certificate for Large Goods vehicle Safety / Roadworthiness Inspections.	Application Form/Interview
	First Aid Certificate.	Application Form/Interview
	Application of IT systems (CLAIT / ECDL / or equivalent).	Application Form/Interview
	GCSE level pass within Mathematics at grade C (equivalent to the new grade 4) or above.	Application Form/Interview
<b>Experience</b>		
A minimum of 2 years of post qualification experience (see below) of maintenance on municipal vehicles & plant, to include HGVs, refuse collection vehicles, grounds maintenance equipment, hydraulic excavators and small equipment.		Application Form/Interview
A minimum of 2 years working in a multidiscipline vehicle workshop.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Skills/Knowledge</b>		
Communication in a competent and professional manner with internal and external clients.		Application Form/Interview
Knowledge of vehicular electrical and hydraulic systems.		Application Form/Interview
Knowledge and application of diagnostic systems associated with the management and / or maintenance of Vehicles and plant.		Application Form/Interview
A technical knowledge of vehicle and plant design and specifications.		Application Form/Interview
	Knowledge of operation and management of driver tachograph systems.	Application Form/Interview
<b>Additional</b>		
Good timekeeper.		Application Form/Interview
Reliable.		Application Form/Interview
Flexibility.		Application Form/Interview
Ability to work as part of a team.		Application Form/Interview
Set high standards – personally and organisationally.		Application Form/Interview
Accuracy and attention to detail.		Application Form/Interview
Ability to lift, hold parts and fittings, hence Manual Handling skills.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Additional</b>		
Physically capable of reaching / bending / crawling / climbing over vehicles in order to gain access engines and bodywork etc.		Application Form/Interview
Communications (Verbal & written).		Application Form/Interview
Able to provide own Hand Tools.		Application Form/Interview