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| **Post title:** | Vehicle/MOT Technician |
| **Grade:** | I |
| **Responsible to:** | |  | | --- | | Workshop Manager / Operations Manager / Workshop Supervisor | |
| **Staff managed:** | None |
| **Directorate:** | Environment |
| **Service:** | Integrated Passenger Transport, Licensing, Public Rights of Way and Harbours |
| **Job family:** | **P&T - Professional & Technical** |
| **Date of issue:** | November 2023 |

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| Job context |
| * North Yorkshire Council operates a fleet of about 850 vehicles across North Yorkshire. The fleet consists of a variety of vehicles from refuge collection vehicles, gritters, road sweepers, minibuses, tippers, cars, and vans. * The Council will work closely with NY Highways Ltd and other Brierley Group Companies and provide a maintenance service to those companies where required. * The Council will operate about 200 vehicles on its Goods Operator Licence and 105 minibuses on Transport Act Permits. * The safety of vehicles is of critical importance to the safety of employees, passengers, residents and other road users and it is vital that maintenance is undertaken compliantly to ensure the Council meets it Operator Licence and Permit undertakings. * The post holder will work in one of the Council’s workshops which are based in Skipton, Malton, Harrogate, and Scarborough. The Council also has workshops in Northallerton, Selby, Pickering and Skipton operated by NY Highways. * The technicians will undertake routine and non-routine maintenance activity on vehicles. * Technicians may be required to attend vehicles that have broken down at the roadside and effect a repair if possible. * The Council also has four MOT testing stations, and the technician may be required to undertake these tests to Department for Transport (DfT) and Driver and Vehicle Standards Agency (DVSA) standards. * This post is deemed to be a Safety Critical post in line with the Council’s Workplace Substance Misuse Policy. In addition to those circumstance listed in the policy where a test will be required, this post will be subject to random testing. |

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| Operational management: | * Complete routine and non-routine maintenance of vehicles * Complete vehicle safety inspections and rectify any defects found * Prepare vehicles for annual DfT tests to ensure first time pass * To ensure vehicles meet roadworthiness standards when described as roadworthy * Undertake welding and fabrication works using a variety of equipment * Use vehicle diagnostic equipment and other skills to diagnose vehicle defects to identify methods of repair * To comply with all health and safety standards in the workshop * To ensure all tools and equipment are safe and fit for the purpose intended and are correctly calibrated and certified. * To undertake MOT tests and ensure DVSA standards are met when completing the tests * To drive vehicles for road tests, recovery, pick-up from and drop off to customers / teams. |
| Resource management: | * Request and order vehicles parts and consumables as required * Ensure time and materials used are accurately recorded * To ensure vehicles are driven |
| Communications: | * To communicate with other technicians, workshop supervisors and workshop manager to provide an effective maintenance service to internal and external customers. * To liaise with vehicle dealerships, manufacturers, and parts suppliers to ensure prompt rectification of defects |
| Systems and information: | * To use written and electronic systems to complete work orders, inspections, and other documents to ensure detailed notes of repairs are recorded. * To provide updates on the status of repairs using written and electronic systems * To ensure safety inspections are correctly recorded and the documentation meets DVSA standards * To use the DVSA MOT system to ensure data is reported to DVSA as required when testing |

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| Person Specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Good understanding of health and safety requirements in a workshop environment, * In-depth knowledge of vehicle maintenance and required operating standards, * Significant experience of vehicle maintenance, repair, and diagnostics * Knowledge of technical information to allow for diagnosis of faults * Experience of identifying repair solutions and to effect repairs as required | * Knowledge of LGV / PSV maintenance * Experience LGV / PSV maintenance and repair * Experience of workshops systems |
| Occupational Skills   * Strong technical maintenance skills * Ability to plan, allocate and evaluate workloads, determining work methods to achieve objectives * Displays a good attention to detail * Ability to work as part of a team * Good health and safety working methods * Ability to independently identify solutions * Ability to accurately record information in written and electronic formats |  |
| Behaviours  [link](https://www.northyorks.gov.uk/your-council/our-role-structure-and-objectives#accordion-content-0-0) |  |
| Professional Qualifications   * B category driving licence * City and Guilds Vehicle Maintenance and repair Level 3 or BTEC National Certificate in Vehicle repair and technology, NVQ level 3 vehicle maintenance and repair Mechanical & Electrical * 4 years’ experience in a maintenance role * Willingness to undertake Level two MOT testing certificate * Willingness to undertake training for a DVSA accepted qualification or accreditation | * C, C1, C1+E, C+E, D1, D category driving licence * Drivers CPC |
| Other Requirements   * DBS |  |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g., apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.