

ROLE PROFILE

Job family	Regulation & Technical	Role profile number	RT09-2118	Grade I
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Job purpose: Monitoring and enforcement of prescribed regulatory areas, which will include but not limited to, recommendations regarding infringement, resolution advice, event based activities. Provision of services of a technical, vocational or specialist operational nature to internal and external customers. To provide legal / regulatory /statutory monitoring and enforcement support within a specific work area.

Grade I posts are higher in 'Creativity & Innovation' and 'Decisions' with the requirement for decisions on less well established situations where only general guidelines are available to support the decision making process. This level of post will require postholders to be working towards a professional qualification in a relevant field.

Factor	Relevant Job Information
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met.
Indicative qualifications	HNC or NVQ level 4 or equivalent experience/skills. ITQ 2 or equivalent skill and ability. Working towards relevant professional qualification. Licence / certificate / qualification required for the role.
Knowledge and Skills	High level of relevant and practical experience acquired on-the-job which demonstrates ability to undertake and develop within the role An advanced understanding of relevant procedures and working practices. Good knowledge of specialist function relevant to service area. Excellent ICT skills including use of Microsoft applications and specialist systems Experience in the research, analyse and presentation of information Experience in the use of specialist equipment / systems / techniques relevant to the role Good communication and interpersonal skills, able to explain technical / legal issues in a straightforward manner Ability to produce technical reports and drawing conclusions from the data to inform decision making. Good knowledge of other areas of the authority relevant to the service Good organisational skills and the ability to prioritise workloads and achieve deadlines
Creativity and Innovation	Creativity and innovation is a feature of the job along with ability to interpret general guidelines to resolve issues. Represent the council at inquiries / court etc to present evidence. Take appropriate action to ensure / support enforcement of / compliance with regulations Undertake the full range of registration duties, conducting legal and civil proceedings as required Issue licences / registrations or other authorisations Ensure compliance with safe practice and the legal use/operation of specialist equipment. Support the development and delivery of team plans. Identify method of analysis to use and action to be taken within a defined area of responsibility. Recommend options, primarily through reference to precedent, supported by original thinking, within guidelines and procedures.
Contacts and Relationships	Providing more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Involves supporting or guiding colleagues / customers / stakeholders on issues relevant to the service area. Deal with people at all levels confidently, sensitively and diplomatically. Be first point of contact on a range of queries from internal / external customers, will be dealing with challenging situations where influence could be required. Contacts will include: Colleagues, senior managers, partners, customers, members of the public, and stakeholders. Liaise with external agencies to exchange information. Communicate changes in policy and working practice to contacts. May involve contact with solicitors / court officials

Factor	Relevant Job Information
Decisions – Discretion & Consequences	<p>Using general guidelines and utilising a wide range of relevant information, make decisions where advice is not readily available.</p> <p>Assess the options and take appropriate action, where only general guidelines exist.</p> <p>Decisions to ensure outcomes are achieved which serve the best needs of the customer and as a consequence can result in improved services.</p> <p>The consequences of the decisions will have a material effect on the service.</p> <p>Ensure completion of tasks within required standards and timescales.</p> <p>Investigate compliance / legal issues within area of responsibility. Determine the data and tools /techniques required as appropriate to the area of responsibility.</p> <p>Plan and carry out tests / inspections / surveys /assessments / evaluations / audits. Identify issues, resolve straightforward ones, and escalate more complex ones as necessary.</p> <p>Collate, process and analyse information / evidence using the appropriate systems. Ensure all records / information / evidence are managed correctly.</p> <p>Assess situations/ information / cases. Develop and recommend solutions which ensure compliance with appropriate regulations / legislation. Assess and mitigate any risks associated with the recommendations made.</p> <p>Research and evaluate current issues, developments, good practice and legislation changes in work area.</p> <p>Prepare and distribute reports /recommendations / responses / results / other information / documentation as required</p> <p>Respond to and investigate enquiries / complaints</p> <p>Represent specialist area internally and / or externally to put Council view and respond to enquiries. Liaise with other organisations / stakeholders to share information.</p> <p>Support the preparation of tenders and contracts.</p> <p>Support the award and monitoring of grants by the council.</p> <p>Assist with the preparation and submission of bids for short and long term funding</p> <p>Ensure all financial transactions are processed and reconciled correctly</p> <p>Plan and undertake external visits to support service delivery.</p>
Resources	Little or no responsibility for physical or financial resources
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities
Work Environment	<p>Work may require some physical effort.</p> <p>Majority of work may be performed outside in all weathers or exposure to moderate noise or dirty or difficult and unpleasant surroundings / conditions.</p> <p>Work potentially involving some risks due to nature of activities being provided and / or environment or public / customers.</p>
Our Identity	<p>Our Identity sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the ten elements of Our Identity in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

ROLE DESCRIPTION

Role description:	Vehicle Mechanic	
Role profile family:	Regulation & Technical	
Role profile number and grade:	RT09-2118	Grade I
Number of posts:		
Service/Team:	Fleet, Environment Services	
Reports to:	Workshop Team Leader	

Job Family overview

Regulation and Technical

Monitoring and enforcement of prescribed regulatory areas. Provision of services of a technical, vocational or specialist operational nature to internal and external customers.

- Assessment of physical or administrative situations;
- Judgement or recommendation regarding infringement;
- Advice on resolution to participant;
- Delivery of authoritative technical services to meet specific event based request;
- Vocational and / or theoretical knowledge and skills in specific discipline.

Job Context

The overall responsibilities of the service/function are:

The purpose of the Fleet workshop team is to provide maintenance and compliance across a wide range of operational mechanical equipment. This will include all class of vehicles, (both heavy and light) specialist machinery, agricultural equipment, including pumps, cutters and all associated accessories, at our depot workshops throughout Wiltshire.

Provide a mobile maintenance facility to support the council's operation out in the field to ensure the council meets all its legal service obligations and delivers residents expectations. This is a specialist professional area, covering a diverse fleet and individuals must be able to make instant decision's relevant to cost, Health & Safety and operational needs whilst ensuring that all legal requirements are met (PURE, LOLAR, O Licence).

The service ensures the most economic use of the vehicles and that they are used and maintained within legislative regulations, manufacturers specifications, best practice and safely.

Need to understand budgetary obligations to make informed instant decisions to deliver the best overall outcome for both service and Council

Need to be able to operate unsupervised when required

The service is responsible for the 'whole life' of the vehicle, from procurement to disposal.

Provision of fleet management and vehicle maintenance, both in – house and commissioned.
Must be qualified and able to interpret computer diagnostics which will allow them to make informed agile decisions

The Fleet service manages;

The council's exposure to risk regarding operator license legal obligations in operating; large goods vehicles (LGV), public service vehicles (PSV) and section 19 minibus permits (designated body status).

Responsible for both the councils operational vehicle and grey vehicle fleets. This is supported centrally fleet management system for vehicle maintenance, vehicle asset management, driver records and fuelling infrastructure.

Responsible for the operation of the vehicles which means a 'regulatory' regime to ensure services, drivers, contractors all comply with the council's policies, legislation and industry standards.

Responsible for the councils operators licences, without which, the council could not operate its vehicle fleet. This covers policies, regulations, guidance, education, training and operation of the fleet.

Job Purpose

The Vehicle Mechanic will carry out all types of skilled mechanical engineering work, servicing tasks and associated mechanical repair work on all fleet vehicles as well as taxi inspections. When required complete other works in connection with MOT testing, safety inspection, maintenance, repair and overhaul of trailers and associated equipment, security systems and mechanical aids. Ensuring the Council's fleet of vehicles and plant/machinery are kept roadworthy and serviceable. The fleet includes; minibuses, MPV's, mobile library vehicles, refuse trucks, 4x4's and numerous types of HGV trucks and vans.

Safety inspections in relation to the taxis have extra legal obligations as it can impact the safety of the travelling public. These inspections often require tact and diplomacy when dealing with the external customers and appeals can lead to public enquiry with the potential of adverse effect to both the council and inspectors reputation.

The Vehicle Mechanic ensures the efficiency and safety of drivers and operators from all departments to transport both staff and the public across the county ensuring the authority maintains its control of operational road risk.

To meet the councils obligations to the public of Wiltshire, providing a cost effective, efficient vehicle/plant maintenance and repair service

Carry out regularity inspections as per legislation, including licensing of Hackney Carriage and Private Hire Vehicles

- To service and repair all fleet vehicles to DVLA standards (Driver and Vehicle Licensing Agency) our operational fleet includes; cars, electric cars, car derived vans to large vans, passenger carrying vehicles (PCV) minibuses, library bus vehicles, refuse vehicles, gully emptier, display trailers, mobility scooters, bicycles plant and equipment. Ensure vehicles are kept mechanically safe, operationally sound, within approved service plans and manufacturers guidelines. Carry out servicing tasks and maintenance repairs to DVLA and manufacture standards.
- Be able to access work demands, interpret priorities and ensure service expectations are delivered whilst unsupervised, appreciating any material effect the decisions made may have on the operation and the consequences they may have on the wider picture.
- The post holder will diagnose electronic/electrical faults, undertake electronic system fault rectification work and repair modern vehicle systems across numerous specialist vehicles
- Providing advice and recommendations on complex issues based on specialist knowledge, being able to interpret and analyse data and make an informed business decision.
- Be able to provide specialist advice across many vehicle variances to aid both customers and the council to answer queries and issues, whilst not exposing either party to risk
- The post holder troubleshoots vehicle systems to find alternative repair solutions to specialist vehicles and machinery within busy workshop environment. To deadlines whilst ensuring that repaired or modified equipment is both safe to use and ensuring minimum downtime/cost.
- Must be able to assess risk out in the field whilst working unsupervised and ensuring all regulatory and legal obligations are met.
- Use knowledge gained to provide wider guidance on all issues associated within the service, (equipment, machinery, environment, operating standards and developing technology) so add value to future decisions
- Undertake MOT testing and preparation work to both the council and contractor vehicles as well as MOT's on the general public's vehicles.
- Support the learning needs of apprentice mechanic, working to the council's apprenticeship program.
- Maintain accurate inspection/repair, parts and materials records. To include using computerised software and touch screen hardware to reduce hard copy records.
- Liaise with customers regarding vehicle defects and fault symptoms
- Deliver transport/engineering solutions to all services by way requests for special delivery, collection of equipment, vehicles, trailer and machinery.
- Complete vehicle related welding and fabrication tasks on all types of Council Vehicles and specialist vehicles.
- Deliver roadblock equipment, for example placing concrete blocks in driveways to block illegal access to sites, assist with site evictions for example caravans from traveler sites and assist in weather emergency work by supporting on contract related work.
- Undertake MOT preparation work on, large goods and light goods vehicles (LGV & LCV) passenger carrying vehicles (PCV) and remedial repairs on both council and contractor vehicles. To include delivery and collection to test station as required.
- To complete vehicle cleaning for MOT presentation when required using the power/steam cleaner and external vehicle hoist to prepare and clean trucks to the minimum cleanliness requirement of DVLA approved test station.
- Complete LOLER (Lifting Operations and Lifting Equipment Regulations) tests on lifting equipment fitted to vehicles operated by the authority and external contractors to ensure that vehicles are safe to operate on the highway and comply with the Road Traffic Act with regards to maintenance and safety standards.

- Ensure that the stock used, premises, and equipment are utilised effectively; keeping records accurately to ensure we deliver a service that benefits all customers and members of the public.
- To deputise for the workshop team leader when absent from workshop - allocating tasks to mechanics, quality control checks (Q/C) others work, sign off job cards, liaising with customers and ordering spares etc.
- Prepare condition reports and make recommendations on the Council's fleet.
- Carry out unannounced vehicle inspections on behalf of the Passenger Transport Unit.
- Provide training and assessment for drivers employed by the authority and external organisations as required. This includes drivers from Educational Establishments (Minibus), Libraries and any other internal department within the Authority.
- Transport exhibition trailers and other equipment as required across county on behalf of the Communications Department
- Assist with fuel deliveries including manual stock management and the maintenance of fueling equipment.

Specific requirements for this post:

- This role may require the postholder to work outdoors in adverse weather conditions.
- Full category C driving licence
- Participate in vehicle mobile maintenance support facility. The postholder will operate from the workshop support vehicles by themselves to complete both vehicle servicing, safety inspections and affect vehicle breakdown repairs. This will be at any depot location countywide including roadside breakdown attendance.
- As required, participate in an out of hour's emergency roadside assistance and recovery call out.
- Shared responsibility for the safe keeping & proper use of the council's specialist workshop equipment and tools. We have approximately £80k of tooling and equipment in the workshop that needs handling with respect and requires specialist training in its use.
- As required, participate in an out of hour's emergency roadside assistance and recovery call out. Providing backup in emergency situations some of which may be outside of core hours

Person Specification

Specific qualifications, knowledge, and skills required for this role:

Essential

- Full category C driving licence
- NVQ 3 - Motor Vehicle Mechanics in either - Passenger carrying vehicles (PCV) / Large Goods Vehicle (LGV) light vehicle (LV) (PCV/Agricultural/construction Engineer/mechanics) or equivalent or qualifying experience.
- IMI Level 3 Diploma in Light Vehicle Maintenance and Repair Principles (VRQ)
- IMI Level 3 National Vocational Qualification in Light Vehicle Maintenance and Repair
- National Craft Certificate in vehicle mechanics or equivalent or qualifying experience.
- Demonstrate a history of making complex business decisions to ensure service is delivered whilst no exposure to compliance risk.
- LCV/ LGV / PCV repair and maintenance experience
- Maintenance experience of specially adapted vehicles & minibuses
- Demonstrate and evidence the ability to use, understand and interoperate complex diagnostic equipment with a high level of analytical decision making
- Excellent communication skills with external of customers and employees and the ability to change their communication style to match their audience.
- Experience of lone working and making autonomous decisions in time pressured situations.
- Self-motivated and able to promote a positive working relationship within the team
- Flexible approach to work pattern. Willing to travel/work across the county
- Needs to have good numeracy and literacy skills.

Desirable

- MOT test certificates classes III, IV & VII.
- Practical experience of maintaining winter plant equipment on the whole range of Wiltshire Council vehicles and specialist equipment.
- Maintenance and repair experience of refuse compaction vehicles
- Certificate in professional competence in road transport.
- Maintenance and repair experience of ride on mowers
- Maintenance and repair experience of bin lifting equipment
- Maintenance and repair experience of mechanical sweepers
- Diagnostic skills of vehicle electronic systems
- LOLER Testing Certificate

Career graded posts

This post does not form part of a career grade.

Supporting information

Driving classification	
Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.	<input type="checkbox"/>
Regular Driver Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to either their own car or a pool car in order to undertake the duties of the role unless other forms of transport are available and viable to perform the role, including public transport. Or a reasonable adjustment has been agreed.	<input type="checkbox"/>
Required Driver Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role.	<input checked="" type="checkbox"/>
Employees should refer to the Corporate Driving at Work policy for further information.	

Political restriction	
This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party	<input type="checkbox"/>
This role is not politically restricted	<input checked="" type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input checked="" type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check	<input type="checkbox"/>
The role requires a Basic DBS check to check for convictions and cautions that are unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret').	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members).	<input type="checkbox"/>
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

Safeguarding	
For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input type="checkbox"/>
For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.	<input type="checkbox"/>
For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.	<input checked="" type="checkbox"/>