

# Role Profile and Person Specification

## ROLE PROFILE

<b>Role Title:</b>	Vehicle Technician	<b>Leadership level:</b>	
<b>JRN:</b>	20079	<b>Job family:</b>	
<b>Band:</b>	5	<b>Location:</b>	Location Based
<b>Allowances:</b>	As per contract	<b>Politically restricted:</b>	No
<b>Department:</b>	Fleet	<b>Vetting level:</b>	RV
<b>Reporting to:</b>	Fleet Supervisor (Operations)	<b>Date published:</b>	September 2022
<b>Posts responsible for:</b>	None		

## Part A – Job Description

### Overall purpose of the role:

Provide an effective and efficient vehicle maintenance and repair service, including installation and maintenance of specialist Police emergency warning and communications equipment, in order to ensure vehicles are maintained to the high standards required for operational use.

### Key responsibilities of the role:

<b>1</b>	Deliver maintenance services in accordance with agreed standards including KPIs and SOP's as well as contributing to the delivery of ongoing process and service improvements. Effective maintenance of fleet in accordance with relevant legislation, regulations or procedures as applicable. Undertake the routine service, diagnostic procedures, maintenance and repair of all Northumbria Police owned vehicles including HGVs where qualified and other vehicles owned by partner agencies, in accordance and excess of manufacturers guidelines.
<b>2</b>	Complete and maintain all necessary training and safety awareness for maintenance of hybrid and electric fleet vehicles. Ensuring all safety protocols are embedded and adhered to in line with Fleet SOP.
<b>3</b>	Responsible for installation, update and repair of all workshop based diagnostic systems, ensuring training packages for operation of equipment are completed and maintained in line with manufacturer requirements.
<b>4</b>	Carry out vehicle role conversion and other vehicular modifications where necessary for operational use, including but not limited to, fitment & maintenance, of specialist emergency warning and communication systems, and livery. Ensuring all new vehicles are commissioned in accordance to agreed fleet procedures and standards.
<b>5</b>	Complete allocated training packages and maintain up to date knowledge of technical issues and industry standards relating to fleet maintenance related concerns. Attend manufacturer and other training as required in line with role responsibilities Provide assistance with staffing responsibility, supervision, and mentorship and training inputs for apprentice technicians, ensuring all work and behaviours is of acceptable levels at all times.
<b>6</b>	Carry out decommissioning procedures for end of life fleet vehicles or equipment highlighted for disposal. Including removal of all police livery, emergency warning and communications equipment as detailed in operating procedures.
<b>7</b>	Ensure all works are carried out in accordance with Northumbria Police

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	Fleet and wider Health & Safety regulations, identifying workshop equipment defects, through routine checking, in order to ensure a safe and efficient working environment. Complete tasks in compliance with all relevant Risk assessments, SSOW, COSHH and dynamic assessment where required.
<b>8</b>	Complete appropriate documentation and Tranman input in order to maintain accurate vehicle history records and provide management information.
<b>9</b>	Daily monitoring of vibration tooling and noise emissions from workshop facilities, liaising with admin and supervision to ensure compliance to agreed levels.
<b>10</b>	Maintain a valid driving licence and force driving authorisation ticket ensuring authorised vehicle classifications are relevant to your role. Ensure any penalty points are raised for awareness to supervision and professional standards where required.
<b>11</b>	Ensure personal behaviours and actions are in keeping with the professional image of Northumbria Police at all times, whether in or outside of working hours.
<b>12</b>	Maintain Fleet workshop facilities in a clean and safe condition at all times in accordance with Fleet SOP and SSOW.
<b>13</b>	Ensure compliance with all relevant fleet procedures in place at that time.
<b>14</b>	Carry out any other duties as commensurate with role.
<b>Part B – Scope of contacts</b>	
<b>Internal / External relationships:</b>	
<b>Internal:</b> All staff within Fleet Department.  <b>External:</b> Some external contractors working on behalf of Fleet Management.	

<b>Part C – Competencies and Values</b>
<b>Northumbria competencies and values framework (NCVF)</b>

Part D – Continuous Professional Development (CPD) role 6 months	
First 6 months	
1	
2	

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3	
4	
<b>12 months and beyond</b>	
5	
6	
7	
8	

### Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>IMI/City and guilds light vehicle Level 3 or equivalent qualification.</p> <p>Minimum 3 Years post qualified experience or evidence of working in a similar industry role prior to qualification.</p> <p>Superior knowledge of motor vehicles and how to perform repair and maintenance tasks with an excellent knowledge of mechanical, electrical and electronic components.</p>	<p>Associate or Member of recognised industry body.</p> <p>Certified automotive engineer or equivalent.</p> <p>Significant experience of Fleet engineering practice.</p> <p>Hybrid/Electric vehicle technology qualification</p> <p>Significant or specific work experience within relevant motor industry sector.</p> <p>Experience with vehicle diagnostic systems and methods.</p> <p>Skilled in the operation of workshop machinery</p>	Application/interview/ CPD
Planning and organising	<p>Ability to work to deadlines and under own initiative.</p> <p>Good attention to detail with the ability. Follows direction precisely and carry out work to high standards to deadlines.</p> <p>Interpret and transcribe data in order to maintain</p>		Application/interview/ CPD

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	accurate records on the fleet management system		
Problem solving and initiative	<p>Diagnostic and problem-solving skills for determining vehicle problems and how to resolve them.</p> <p>Perform routine maintenance and other tasks in a fast-paced environment.</p> <p>Critical thinking with the ability to analyse situations and make informed decisions regarding inspections, reviews and diagnosing problems.</p> <p>The ability to read safety rules, operating instructions and machine manuals.</p>		Application/interview/CPD
Management and teamwork	Be willing and able to undertake all manner of duties in a high-performance technical workshop.		Application/interview/CPD
Communicating and influencing	<p>Verbal communication skills for explaining vehicle work in accessible terms and discussing cases with colleagues and management.</p> <p>The ability to listen and comprehend instructions, both written and verbal and communicate with other work colleagues.</p>	An inquisitive mind-set and confidence to ask questions.	Application/interview/CPD
Other skills and behaviours	To keep up to date with new technology and new vehicle types including hybrid and electric vehicles		Application/interview/CPD