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|  | | | | JOB DESCRIPTION | | | Form JD1 |
| JOB TITLE: Workshop Engineer | | | | | **POST NUMBER:** | | |
| **REPORTS TO** (Job Title): | | | | | Workshop Supervisor | | |
| **DEPARTMENT:** Fleet Services | | | | | GRADE: 7 | | |
| **JE REF:** | | | 4064 | | PANEL DATE: | 11/09/2018 | |
| **1.** | MAIN PURPOSE OF JOB To carry out service, inspections, repairs, modifications and fabrication to vehicles, plant and equipment belonging to the council or their customers. To ensure that through inspection, diagnosis and sign-off that all the vehicles assigned are maintained to the right standard such that they will not breakdown or receive a prohibition between inspection intervals except for uncontrollable failures (catastrophic component failure, driver error, vandalism, collision, or acts of god). | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | |
|  |  | To carry out scheduled, and responsive, servicing, maintenance and repair to a wide range of vehicles, plant and machinery. | | | | | |
|  |  | To diagnose faults and rectify defects. Carry out minor and major repairs to vehicles and plant, including engines, transmissions, chassis, hydraulics, electrical and ancillary equipment. | | | | | |
|  |  | To prepare a range of vehicles to MOT standard, including necessary repairs and maintenance. | | | | | |
|  |  | To carry out MOT tests on vehicles, up to and including Class 7, belonging to the council and its customers. | | | | | |
|  |  | To follow council maintenance and inspection programs as directed by line management. | | | | | |
|  |  | To carry out inspections to a high standard, as prescribed by the inspectors Irteck accredited training course. | | | | | |
|  |  | To ensure during each inspection, reference is made to any Best Practice Guides (BPG’s) Technical Bulletins (TB’s) Fire Risk Assessments (FRA’s) where required. | | | | | |
|  |  | To complete all mandatory paperwork ( create detailed job cards, based on inspection and fault diagnosis) in accordance with workshop processes and good operator practice. | | | | | |
|  |  | To accurately diagnose vehicle system faults using OE diagnostic equipment provided. | | | | | |
|  |  | To ensure that all tools and test equipment used are maintained in working order. | | | | | |
|  |  | Clean vehicles inside and outside prior to any maintenance activity. | | | | | |
|  |  | To carry out enhanced roadworthiness and safety inspections to private hire and hackney carriages. | | | | | |
|  |  | To carry out repairs to bodywork, including fabrication and modification work. | | | | | |
|  |  | To understand vehicle system diagrams and write technical reports. | | | | | |
|  |  | Assess repairs and ensure the correct parts are identified and available. | | | | | |
|  |  | Maintain a clean and tidy workshop environment, including the taking care of tools and workspace. | | | | | |
|  |  | Work with suppliers, manufacturers and external service providers to resolve technical issues related to service, maintenance and repair. | | | | | |
|  |  | To ensure that tools requiring calibration have a valid calibration certificate at all times. | | | | | |
|  |  | Through a formal sign off the inspection, ensure all repair work identified during inspection has been completed to a high standard | | | | | |
| **3.** | SUPERVISION / MANAGEMENT OF PEOPLE No. reporting - Direct: 0 Indirect: 2 apprentices | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**  Creativity and innovation are a feature of the job and are both regularly exercised. Guidance is available to the post holder but there will be frequent occasions when unique solutions are required to respond to different and emerging issues.  Design and modification, and adapting usual processes and procedures, will be frequently required to suit individual service needs. Some example are:   * Being able to identify alternative solutions when assessing with maintenance and repair problems * Using Improvised methods when identifying solutions to unique situations (breakdowns for example) * Identify short term solutions to keep the vehicle and/or plant in service until a replacement part, or time, is available to effect a permanent repair * Fabricate a replacement part, or undertake ‘first aid’ repair for a vehicle when there is not one readily available. * Re-design and/or re-create own parts and modifications, e.g. steps, tow-bar, trailers and other add-on to the manufacturers original equipment. These may have to be manufactured from scratch or, in part, by alteration | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**  **Internal:**  Internal contacts will generally not be contentious and will be with internal customers, including drivers. The nature, and outcome, of internal contacts will not always be straightforward. Some examples are:   * CYC drivers to identify and resolve reported defects and maintenance issues * Other vehicle and plant technicians to assist and work on specific jobs and learn for future maintenance tasks   **External:**  There will be a wide range of external contacts and the nature of these contacts and relationships will, generally, be straight forward although the outcome may not be straightforward. Some of the issues will occasionally be contentious but advice is normally available on such issues from the workshop manager. Some examples of external contacts are:   * Liaison with external contractors and suppliers that relate to specific maintenance and repair issues. * To obtain additional knowledge and skills to improve on future matters * Taxi licensing (CYC) and Taxis drivers * VOSA agents | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  **Discretion**  The post holder will carry out their duties in line with planned programmes and objectives. The post holder will influence any decisions on whether to undertake work internally or seek external support and/or service provision. The post holder will also influence whether a vehicle has to be taken out of service, repaired temporarily or whether the requirement can wait until the next scheduled service. These decisions will have an impact on the authorities and customers ability to deliver their services.  Council policies, workshop manuals and repair procedures provide the general guidelines in which decisions will be made.  The post holder will decide whether a vehicle meets the requirement to be issued with an annual MOT certificate.  The post holder is responsible for ensuring that a vehicle meets statutory legal requirement before it is returned to service. Some examples are:   * Following fault diagnosis the post holder is responsible for correction of the defect either by replacement, repair or fabrication/modification. * The post holder is responsible for returning the vehicle in a roadworthy condition in line with Ministry of Transport and VOSA (Vehicle Operating Standards Agency) policies and procedures. Vehicles being prepared for statutory test must meet the MOT requirements for the type of vehicle. Carrying out MOT tests and deciding if a vehicle passes or fails. * The postholder is responsible for ensuring that passenger carrying vehicles (School buses etc) meet required safety standards. * The post holder should examine the most cost effective means of repair, this should include CYC Workshop and other CYC Depts (e.g. major fabrication jobs) before going to an external supplier   **Consequences**  The decisions made by the postholder will ensure that:   * vehicle downtime is reduced and kept to a minimum * costs to customers are kept to a minimum * Hire costs are reduced * the service performs a high standard – including repair quality and customer satisfaction * the reputation of the workshop is enhanced and maintained. | | | | | | |
| **7.** | RESOURCES – financial & equipment *(Not budget, and not including desktop equipment.)*    Description Value   * Shared Vehicles & Equipment £ 10,000 * Tools £ 4,000 | | | | | | |
|  | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work demands  * The postholder will work to scheduled and planned service deadlines. However, this is frequently interrupted to attend to breakdowns and respond to reactive maintenance, breakdowns and defects  Physical demands  * The postholder will be required to exercise substantial physical effort including, climbing ladders, working at height, under vehicles (including in difficult outdoor conditions and at the roadside), in confined spaces (rear of Refuse Vehicles, lifting and twisting.  Working conditions  * Normally the post holder will work within the Workshop which can be a noisy and dirty environment. However, in the event of a vehicle breakdown the postholder may be required to work outside in all weathers. This includes, working at the roadside under vehicles in wet, dirty and dangerous conditions. * Working with chemicals, oil, fuel, anti-freeze and other products covered by the COSHH regulations * Work will frequently be undertaken in dirty and disagreeable surrounding such as the back of Refuse Vehicles.  Work Context  * The post holder will be exposed to moderate risk due to working with chemicals, oil, fuel and anti-freeze and electric welding equipment and grinding and cutting. This risk will increase when attending to roadside repairs. * There is a degree of risk associated with working on some types of vehicles (drainage and waste) due to the presence of sharps, human waste and domestic waste. * There is some risk of verbal abuse when dealing with internal and external customers. | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS** Qualifications  * A qualified Diagnostic or Technician. Either academic or vocational qualifications essential. * Minimum NVQ level 4 or City and Guilds level 3, or equivalent * A recognised qualification (IRTEC) in motor engineering, vehicle repair and maintenance covering cars, light and heavy commercials. * A full driving licence * Full HGV licence * Qualified MOT tester – up to and including Class 7  Skills  * To demonstrate the ability to communicate effectively at all levels (both internal and external) * Will possess a mechanical aptitude and the willingness to learn the diagnosing, repairing and or maintaining of refuse vehicles /buses/ and light commercial vehicles * Must have the ability to operate tools and equipment relative to the repair or overhaul of buses, trucks or other automotive vehicles * Self-starter * Analytical mind * Driven and determined * Energetic and motivated * To demonstrate an in-depth knowledge of OE vehicle systems and components * To accurately diagnose vehicle system faults using OE diagnostic equipment provided. * To be able to demonstrate effective root cause analysis * To understand vehicle system diagrams and write technical reports * Experience in the maintenance, diagnosis and repair of specialised municipal body systems * Time management in order to meet deadlines with clarity of thought * Tact and diplomacy  **Knowledge**  * Sound knowledge of Health & Safety and Legislation regarding vehicle maintenance and workshop practices * Road traffic legislation concerning conformity and use * Knowledge of MOT regulations and VOSA requirements. * Knowledge of VOAS IT systems and their use. * Auditing of vehicles * Repeat defect analysis * Repeat fitment analysis * Mean miles between breakdowns (MMBB) * Regulatory performance   **Experience**   * Considerable experience of repairing all types of vehicles, plant and equipment and all types of repairs and techniques * Experience of undertaking MOT tests on a range of vehicles up to and including Class 7 * To demonstrate an in-depth knowledge of OE vehicle systems and components * To accurately diagnose vehicle system faults using OE diagnostic equipment provided. * To be able to demonstrate effective root cause analysis   To understand vehicle system diagrams and write technical reports | | | | | | |

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| **10.** | **Position of Job in Organisation Structure**  Job reports to:  Workshop Supervisor  This Job:  Workshop Engineer  Technician Technician  Other jobs at this level;  None  Jobs reporting up to this one:  None |