



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Motor Vehicle Fitter
POST NUMBER	:	S-NST-FL009/FL012/FLT15
DEPARTMENT/DIRECTORATE	:	Environment and Housing
DIVISION/SECTION	:	Transport Services
LOCATION	:	The Alps / Court Road
POST GRADE	:	Grade F
RESPONSIBLE TO	:	Fleet Manager
RESPONSIBLE FOR	:	N/A
LIAISON	:	Internal and External Customers
MAJOR PURPOSE OF POST	:	Effective Workshop practices and carry out daily planned and unscheduled works as required. The effective general servicing and repairs of all council owned vehicles and plant machinery and all other equipment the council are responsible for.

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- To carry out or assist in the repairs of all transport and or plan vehicles as required.
- Ensure that safe working practices are followed when working with council vehicles and follow the Vale of Glamorgan Council's current safety procedures.

- Ensure that all services / repair work is recorded on a fleet management system / current job cards and all other relevant paperwork is completed in a timely manner.
- To ensure labour hours have been recorded and ensure full productivity of hours available.
- Ensure repair times are followed (ICME or equivalent), targets are maintained, deadlines are met.
- Assist with Workshop Shift Team Leader when required, in the execution of the day to day running of the workshop.
- Liaise with other departments and to operate a flexible system of work to meet departments targets.
- Ensure vehicles are prepared correctly to meet the requirements for external appointment times i.e vehicles for MOT and ensure all workshop staff meet VOSA standards when carrying out an MOT.
- All garage staff must ensure they are working to VOSA standards and must be holders of a valid VOSA MOT tester's certificate.
- Attend vehicle breakdown and accidents, carryout roadside repairs as required and in the event of an accident liaise with the emergency services.
- Available to work a 3 shift pattern between the hours of 06:30 – 22:00 Monday to Thursday and 06:30 – 21:30 Friday.
- As a representative of the Council, the post holder will be expected to act in a responsible, polite and helpful manner at all times and in aspects of work connected with the public.
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED:
(Director/Chief Officer)

DATED:

SIGNED:
(Postholder)

DATED: