

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	Workshop Mechanical Technician
Salary Grade:	Grade 9 £26,999 - £ 29,636
Hours:	37
Team:	Workshops
Service Area:	Community Safety
Primary Location:	Kidlington workshops
Budget responsibility:	None
Responsible to:	Workshop Manager
Responsible for:	Support Staff as allocated

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

- To maintain and repair Fire Service vehicles and associated equipment to manufacturers or OFRS recommended standards.
- To support the workshop supervisor in providing and maintaining a high level of service to the workshop customers.

### Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

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- To undertake all activities associated with the electrical and mechanical repair, maintenance and fitment of an operational Motor Vehicle fleet.
- Undertake the installation into vehicles of various audible and visual warning system, TETRA radio/mobile telephone and other Radio communication equipment as identified by the Communications Systems Manager
- To provide support to Oxfordshire Fire & Rescue Service Communications Department.
- To contribute to the development and implementation of the departmental and service annual plan.
- To undertake the fitting and maintaining of the electrical equipment fitted to Oxfordshire Fire & Rescue Service vehicles.
- To be part of the duty mechanic rota 1 in 6 (maximum). This rota needs to be self-sustaining. The Workshop Manager will keep a rota of who is next to fill unplanned gaps. You will be paid a standby allowance per shift; any call outs will be paid at the normal rate of time and half and double time on Sundays & Bank Holidays. Overtime claimed on the duty mechanic rota can only be claimed for activities that are over half an hour in duration.
- To maintain & repair operational equipment i.e. Weber hydraulic kit, ladders, branches & light portable pumps to manufacturers or OFRS recommended standards.
- To contribute to the design of operational fleet including special appliances.
- To understand the factors governing the planning of scheduled body maintenance activities and their application and provide the statutory and Fire Service standards in adequate depth to carry out the activities to the required specification.
- To carry out scheduled LGV electrical maintenance activities in accordance with the Fire Service and manufacturer's procedures and understand the factors governing the planning of scheduled electrical maintenance activities.
- To carry out scheduled LGV mechanical maintenance activities in accordance with approved procedures. You will be required to interpret the requirements of the maintenance schedule, carry out the maintenance to the standards required and to apply organisational and manufacturers' procedures. You will understand the factors governing the planning of scheduled mechanical maintenance activities.
- To diagnose & rectify mechanical & electrical faults in vehicle systems and components. You will have the knowledge and understanding that will enable you to apply diagnostic and rectify principles and procedures to an LGV fault. You will understand the methods employed to select and prepare the diagnostic activity and carry forward its practical application. You will need to diagnose and rectify a range of mechanical & electrical faults in LGV systems and components in accordance with approved procedures. You will be required to interpret instructions, select the correct diagnostic procedure and tools, diagnose the fault and report your findings and recommended repair procedures to your supervisor.
- To identify and locate a range of electrical & mechanical faults in plant equipment in accordance with approved procedures. You will be required to interpret instructions, select the approved diagnostic procedure and tools and diagnose & rectify the fault.

- To have the knowledge and understanding to enable you to apply diagnostic principles and procedures to rectify plant equipment faults. You will understand the methods employed to select and prepare the diagnostic activity and carry forward its practical application. You will be able to analyse, interpret and report equipment faults in adequate depth to accurately report and present your findings.
- To be competent in a range of equipment and tools commonly used in LGV engineering workshops. You will have an understanding of the range and specific uses of tools and equipment. You will understand the selection process of ensuring you match the tool and equipment function with the practical application required. You will understand how to record the results, specifications or readings from tools and equipment and pass on those results to your supervisor.
- To inspect repair & fit Car, light vehicle & LGV tyres in accordance with approved procedures. You will be required to interpret instructions, select the correct workshop tools and carry out the task. You to correctly identify worn or damaged tyres and repair or replace in a safe manner
- To maintain housekeeping principles in your work that complies with the organisational and statutory procedures relating to housekeeping practice. These include routine cleaning of work areas and equipment, putting away hand and power tools as well as dealing with spillages and disposing of waste materials.
- To operate a computerised fleet management system, this will involve interrogating the system, calling off and update own work records.

## Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](#).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

### Essential Criteria

Assessed By:

Education to GCSE or Equivalent	
Current UK driving licence	

Time Served Motor Vehicle Mechanic City & Guilds Motor Vehicle, or BTEC level 3 or equivalent	
To be able to interpret the requirements of the maintenance schedule.	
Experience in servicing and repairing vehicles	
Experience in diagnosing vehicle mechanical and electrical faults and remedying them.	
Proven ability to work effectively to deadlines and adapt to urgent re-prioritising of workload	

### Desirable Criteria

Assessed By:

LGV Experience	
Experience of fitting audible and visual warning systems, Tetra radio/mobile telephone and other radio communication equipment to vehicles	
Knowledge of plant and equipment	
Good knowledge of Road Traffic Act as applies to Large Goods Vehicles and other vehicles	
Use in fleet management system	

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/> Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/> Standard Disclosure and Barring Service check	<input type="checkbox"/> Basic Disclosure
<input type="checkbox"/> Disqualification for Caring for Children (Education)	<input type="checkbox"/> Overseas Criminal Record Checks
<input type="checkbox"/> Prohibition from Teaching	<input type="checkbox"/> Professional Registration
<input type="checkbox"/> Non police personnel vetting	<input type="checkbox"/> Disqualification from Caring
<input type="checkbox"/> Other (please specify):	

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health & Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.	
The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).	
<input checked="" type="checkbox"/> Provision of personal care on a regular basis	<input checked="" type="checkbox"/> Driving HGV or LGV for work
<input checked="" type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

### Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.