

Job Title: Motor Vehicle Technician	
Job Evaluation Number	B191

## JOB DESCRIPTION

<b>Job Title:</b> Motor Vehicle Technician	<b>Location:</b> Aylesbury, Bicester, Sulhamstead
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB2/3 Police Staff
<b>Reports To:</b> Workshop Supervisor	<b>Band level:</b> 2E-3F
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** carry out all mechanical servicing, repairs, MOT tests, equipping for service/diagnostic activities on the forces modern fleet of vehicles and other authorised vehicles.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

**1. Commissioning Vehicles:** Install specialist bespoke police equipment to comply with H&S legislation; construction and use and user requirements. Modify vehicles for user role/requirement through fabrication (design and create) e.g. Equipment board.

**2. De-commissioning:** Remove all specialist police equipment, to ensure vehicle meets current vehicle legislation and/or prepare for auction. Advise Supervisor/Lead Technician if alternate action is to be taken.

**3. Servicing:** Undertake inspection and maintenance of vehicles to manufacturers/CTC service schedules.

**4. Repairs:** Diagnose/repair mechanical and electrical faults of vehicles to current standards and legal compliance. Liaise with Workshop Supervisor, use manufacturer's software to diagnose electrical and mechanical faults, rework and recalls. Identify if repair is subject to warranty claim and liaise with Workshop Supervisor.

**5. MOT's:** Undertake MOT tests on fleet, public cars and light vans ensuring compliance with all the requirements of DVSA.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

**Further Comments:**

Thames Valley Police is the lead Force in Chiltern Transport Consortium which incorporates a fleet of over approximately 3,000 vehicles across five Police Forces covering a combined total of over 50 million miles per year.

The consortiums annual budget is circa £17m (capital & revenue).

The consortium commissions/decommissions around 800 vehicles per year.

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#### d. CHARACTERISTICS OF THE ROLE

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Relevant City & Guilds, NVQ level III or equivalent Qualification in Motor Vehicle Technology.	E
2. Recent post training experience in the position of a motor vehicle technician.	E
3. Valid DVLA licence and proven driving experience is considered essential**. Attainment of C1 and D1 categories would be desirable.	E
4. Proven ability to work un-supervised or as part of a team with the ability to resolving problems by logical analysis of data or by liaising with others.	E
5. Good standard of education with proven experience of working with MS applications (e.g. Word, Outlook) and workshop software systems.	E
6. Proven ability to communicate effectively with internal and external customers. Ability to demonstrate empathy, understanding, negotiating and patience.	E
7. Proven manufacturer based product training.	E
8. Proven experience of compliance with health and safety legislation.	E
9. Commitment to Continual Professional Development and training.	E
10. Current authorised DVSA MOT tester for cars and light vans*.	D
11. DEFRA (Air Conditioning qualification) would be desirable.	D
<p><b><i>Additional comments:</i></b> *Candidates will be asked at interview their willingness to complete the 2 day DVSA qualification. **Post holder must pass Driving School Assessment within 3 months of appointment.</p> <p>Progression to the higher level of this role will be dependent on the successful completion of a number of areas of professional competence which will need to be signed off by the relevant Workshop Supervisor.</p>	