

Job Title: Police Vehicle Technician	
Job Evaluation Number	B191

JOB DESCRIPTION

Job Title: Police Vehicle Technician	Location: Aylesbury, Bicester, Sulhamstead
Job Family: Operational Support	Role Profile Title: BB2/3 Police Staff
Reports To: Workshop Supervisor	Band level: 2E-3F
Staff Responsibilities (direct line management of): 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 wide ranging fleet of modern vehicles and other authorised vehicles as instructed.

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. power management boards

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. Service & Maintain: A wide range of Police Vehicles that are frequently used under arduous conditions, including armed response vehicles, specialist 4x4's, motorcycles, general purpose vehicles and associated ancillary equipment to very high standards; Safety of vehicle user and public being paramount. Comply with current legislation, manufacturer and force servicing schedules to achieve maximum efficiency and vehicle availability to support operational needs.

4. Diagnose & Repair: Mechanical and electrical faults of a wide range 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 deal with as instructed.

5. MOT's: Undertake MOT tests on fleet, public cars, motorcycles 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 3,600 vehicles across six Police Forces covering a combined total of over 60 million miles per year.

The consortiums annual budget is circa £19m (capital & revenue).

The consortium commissions/decommissions around 1,000 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.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Relevant City & Guilds, NVQ level III or equivalent Qualification in Motor Vehicle and / or Motorcycle Technology.	E
2. Recent post training experience in the position of a motor vehicle / motorcycle 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 and / or Motorcycles**.	D
11. DEFRA (Air Conditioning qualification) would be desirable.	D
<p><i>Additional comments:</i></p> <p>* Post holder must pass Driving School Assessment within 3 months of appointment.</p> <p>** Candidates will be asked at interview their willingness to complete the 2 day DVSA qualification.</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>	