**SOUTH YORKSHIRE FIRE & RESCUE**

**JOB DESCRIPTION**

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| **POST TITLE** | Apprentice HGV Vehicle Technician |
| **GRADE** | Apprenticeship Grade |
| **FUNCTION** | Vehicle Fleet Management |
| **PERMANENT BASE** | Rotherham Workshops |
| **RESPONSIBLE TO** | Workshop Manager |
| **RESPONSIBLE FOR** | N/A |

**OVERALL PURPOSE OF JOB**

The post holder will work towards providing service, inspection and repairs to the organisations fleet of vehicles, working as part of a team of technicians supporting the availability of South Yorkshire Fire and Rescue’s fleet. It is a requirement of the role that the post holder undertakes and passes the NVQ level 3 in Vehicle Maintenance & Repair or equivalent and gains knowledge and experience in the role to be able to undertake a full Vehicle Technician role within 3 years. A full Cat B driving licence must be held or achieved during the Apprenticeship.

**Principle Accountabilities/Context of the role**

1. Learn to ensure the operational effectiveness of all vehicles and appliances ensuring manufacturers recommendations for maintenance and repair and SYFR requirement are met.
2. Complete and maintain relevant paper and electronic documents to include, inspection records, details of repairs and parts required to work carried out. As required by the service and the DVSA.
3. To carry out servicing, inspection and repair to all Fire Service vehicles, including electrical repairs, bodywork and specialised diagnosis.
4. To carry out modifications and refurbishments to existing fleet vehicles as well as conversions where required.
5. To recover damaged or unserviceable Fire Service vehicles throughout the County, using recovery equipment and assume responsibility of the incident on arrival.
6. To assess accident damage to vehicles and report the extent and effects of such damage to the Workshop Manager or Fleet Manager
7. To be familiar and comply with all relevant procedures, DVSA testing manual, Fire Service best practice, statutory requirements and needs of the service.
8. To be actively involved in the Transport Sections standard tests and adhering to Health and Safety guidelines whilst maintaining a clean and safe working environment.
9. To work towards providing an out of hours service as part of the Workshop team on an agreed rota basis.
10. To take personal responsibility for adhering to all necessary and required Health and Safety Policies, procedures and Risk Assessments.
11. Must be prepared to attend and undertake selected manufacturers courses and any other courses deemed necessary by the service to maintain up to date practice requirements.
12. Comply at all times with the employee code of conduct, service behaviours and code of ethics for fire and rescue staff
13. Fully participate in the service’s personal review process appropriate to the requirements of the role
14. Practice and promote the service’s equality & diversity and health, safety & wellbeing policies
15. Be responsible for the accurate and appropriate security and processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection).
16. Carry out other duties from time to time as required, appropriate to the grading of this post.
17. Respond to unexpected call outs requiring station visits and off-site repairs.
18. Liaise with operational teams to advise how long repairs and/ or maintenance work to equipment will take.
19. Communicate effectively with operational teams to ensure feedback on work is received, understood and action taken, if necessary.
20. Order necessary materials and parts for the work in good time, ordering/ chasing from stores if needed.

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**PERSON SPECIFICATION**

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| **Criteria** | | | **Essential** | **Desirable** |
| **Qualifications** |  |  | | |
| NVQ level 3 in Vehicle Maintenance & Repair or equivalent. | | |  | X |
| Hold a full Cat ‘B’ Driving Licence and/or willing to work towards achieving within the Apprenticeship. | | | X |  |
| LGV Driving Licence - Class ‘C’ minimum. | | |  | X |
| LGV Driving Licence – Class ‘C + E’. | | |  | X |
| Mathematics GCSE Grade 4/C, Level 2 Functional Skills, or equivalent | | | X |  |
| English GCSE Grade 4/C, Level 2 Functional Skills, or equivalent | | | X |  |
| **Knowledge** |  |  | | |
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| Knowledge of Road Transport Legislation for class 4, 5, 7 and LGV vehicle including current road vehicle maintenance standards. | | |  | X |
| Good understanding of vehicle diagnostic and repair techniques. | | |  | X |
| Knowledge of water Pumps and Priming Systems. | | |  | X |
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| **Experience** |  |  | | |
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| Some experience in the maintenance and repair of Large Goods Vehicles and Light Vehicles. | | |  | X |
| Some experience in the inspection of both Light and Large Goods Vehicles to VOSA Standard. | | |  | X |
| Experience in the repair and maintenance of pneumatic, hydraulic and vehicle electrical/electronic systems. | | |  | X |
| Experience and practical understanding of Health and Safety Legislation. | | |  | X |
| Ability to weld using Gas (oxy/acetylene) MIG and TIG. | | |  | X |
| Ability to adapt technical experience to enable diagnosis and repair of Fire Appliances/Equipment. | | |  | X |
| Fleet Maintenance experience. | | |  | X |
| Experience of driving vehicles with trailers | | |  | X |
| **Personal Effectiveness** |  |  | | |
| Highly motivated and able to work without close supervision. | | | X |  |
| Commitment to working as a team to achieve objectives. | | | X |  |
| Ability to liaise with internal and external parties effectively, ensuring a positive and professional image is conveyed at all times. | | | X |  |
| Commitment to Equal Opportunities and Health and Safety at work. | | | X |  |