

# Job description

## Late Shift Light Vehicle Technician & MOT Tester

- Grade: SO2
- Reports to: Michael Michael
- Direct reports: None
- Your team: Fleet & Workshops
- Service area: Environment
- Directorate: Environment & Climate Change

### Special requirements of the post

Workstyle: Frontline (Full presence, working in the borough full time)

- Colleagues whose role is delivering frontline services to residents, visitors, businesses and/or other colleagues while present in the borough and activities cannot be done remotely.

This is a safety critical post and will be subject to the council's drug and alcohol policy

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## Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

# Overview of the role

The responsibilities include conducting inspections, servicing, maintenance, and test preparations for Council and other light vehicles and plant assets. This work must adhere to applicable standards, including the DVSA's Public Service Vehicle Inspection Manual, the MOT Inspection Manual for classes 3, 4, 5, and 7, the DVSA Guide to Maintaining Roadworthiness, as well as manufacturer and Council maintenance standards. Additionally, the role involves performing fault diagnosis and repairs as needed, including minor repairs to heavy vehicles, within the capabilities of the technician, as instructed by the Workshop Supervisor/Manager.

The working hours are from 14:00 to 22:00, which includes a 1-hour unpaid lunch break, totalling 35 hours per week.

## Key responsibilities

Please list each key responsibility of the role (Maximum of 10-12 bullet points):

1. Completion of all work tasks relating to primary job function as instructed by Workshop Supervisor/Manager or other covering supervisory staff.
2. Maintenance of professional competence in relation to the primary job function, this will require satisfactory completion of training and assessment as required by the Council.
3. Completion of road tests on designated routes as instructed by Workshop Supervisor/Manager or other covering supervisory staff
4. Hold qualification to carry out DVSA MOT Testing classes 4,5 & 7.
5. Movement and driving of vehicles in accordance with driving licence entitlement for the purpose of repair, maintenance, preparation or testing.
6. Completion of all documents (paperwork and/or electronic files) before the end of each working shift. Vehicle specific documents such as inspection sheets, job cards and defect notes are to be completed as part of the task.
7. To work safely at all times in accordance with all relevant Health and Safety legislation, Council policy and specific safety instructions.
8. To complete all tasks making efficient use of resources, minimising wastage and complying with all Environmental legislation and good practice.
9. Attend roadside breakdowns or other incidents during normal working hours.
10. Participate in rostered premises safety inspections (estimated at one every twelve weeks)
11. Complete one quality check per week of a peers completed work task.
12. To provide flexibility to cover alternate working hours and/or work additional hours paid as overtime to cover absence of other staff/peak workloads etc.
13. Provide input into vehicle specification and fault resolution.
14. Any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training.

Additional Responsibilities:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

## Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

# Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

## Essential and desirable criteria

**Essential:** the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

**Desirable:** the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

## Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Formal Qualification(s) in Motor Vehicle Repair such as City & Guilds parts 1,2+3 / BTec National Certificate or NVQ Level 3	Essential
2	Current MOT Nominated Tester	Essential
3	Full UK driving licence minimum category B	Essential
4	Substantial experience of working on applicable vehicle types	Essential
5	Extensive knowledge of light vehicle repair	Essential
6	Competent in traditional and modern vehicle diagnostic techniques including Electric Vehicles	Essential
7	Excellent teamwork, interpersonal and customer skills	Desirable
8	Flexible approach to work	Desirable
9	Able to work within all legal requirements and council policies	Desirable

Point	Criteria description	Essential/desirable
10	Able to utilise digital technology, such as mobile phones, for reading and writing activities	Desirable

## Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.