



SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS



Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

JOB DESCRIPTION

Vehicle Technician

Post Reference Number: 17887

October 2021

	Grade	9
	Location	Ty Glantaf
	Group	Prosperity, Development Frontline Services
	Division	Frontline Services
	Department/Section	Fleet Services
	Team/Sub Section	Workshop
	Responsible to	Chargehand Technician
	Posts reporting to this post	
	DBS Required	NO

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is “for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous”.

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.

Our generous annual leave allowance will provide you with 25 days holidays (pro rata, increasing to 30 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits

will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.

In addition, you will have access to a wide range of staff benefits including discounted 'Leisure for Life' membership, 'Vectis Card' for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

Please see our [career pages](#) to find out more about working for us.

Purpose of the post:

To undertake repairs and maintenance to all the Council's vehicle fleet, consisting of approx. 400 vehicles ranging from vans to Refuse vehicles.

To provide effective, efficient, responsive and high quality fleet services.

To contribute to the achievement of the objectives and performance targets set out in the Fleet Services Business Plan.

What you will deliver:

- 1. To undertake vehicle repairs to the Council's vehicle fleet as directed and help to ensure that equipment and all types of vehicles used in connection with services Council wide, are maintained to legislative, Driver Vehicle and Standards Agency (DVSA) and Manufacturers' road safety standards.**
- 2. To be responsible for completing all jobs assigned to the required standard and to the required deadline.**
- 3. To be responsible for informing the Workshop Chargehand of any matters affecting any repair and maintenance tasks as soon as possible.**
- 4. To ensure the accurate, timely and full completion of all relevant paperwork and the correct inputting of information onto computer-based systems relating to jobs assigned.**

- 5. To use electronic systems when undertaking vehicle inspections and repairs.**
- 6. To inspect and undertake repairs to Ultra-low Emission Vehicles, (ULEV), e.g. electrically powered vehicles.**
- 7. To respond to emergencies when required.**
- 8. To work as part of a standby and out of hours rota and be responsible for the locking-up / unlocking of the Ty Glantaf depot, including ensuring that the depot is safely secured after the end of each day and if after visiting in emergencies.**
- 9. To undertake any training required, including in any specialist areas, in order to expand and maintain the necessary skills for the professional performance of duties and continuous professional development.**
- 10. To assist other departments in emergency situations, e.g. sand bag filling.**
- 11. To be required to work in other locations in RCT as and when need arises, e.g. working in different depot sites.**
- 12. To undertake roadside assistance work and repairs, when required, in compliance with Health and Safety legislation.**
- 13. To ensure all daily duties are carried out in accordance with Health and Safety procedures, Council policies and management procedures.**
- 14. To be responsible for good housekeeping practices, keeping work areas clean and walkways clear and tidy.**
- 15. To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.**

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Experience:

Essential	Desirable
Essential	Desirable
Experience of working in the vehicle maintenance and fleet industry, City & Guilds Vehicle Maintenance and Repair qualification, (or equivalent in Vehicle Maintenance), and / or time served apprenticeship.	Vehicle Inspector Mototrained, (IMI), Hybrid and Electric Vehicle Level 2 and 3 combined qualification.

Welsh language skills:

Essential	Desirable
Welsh Language Level 1 <input checked="" type="checkbox"/>	Welsh Language Level 2 <input checked="" type="checkbox"/>
All employees will be required to undertake a	Welsh Language Level 3 <input type="checkbox"/>

What skills you will use in the workplace:

Competency	Skilled Manual Workers Competency framework
Competency Areas	Competency behaviours and values
Working with Others	Is a 'team player'.
Welsh Language Level 4	Is a 'team player'.
Welsh Language Level 5	Listens to feedback and isn't easily offended by it.
Communicating Effectively	Tells people everything they need to know.
For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills	Listens to others; understands what they mean, not just what they say.
Working with Service Users	Is a good representative of the Council at all times.
	Is friendly and polite towards Service Users.

Demonstrating Technical Ability	Keeps their equipment in good order ensuring that equipment is well maintained. Is enthusiastic about getting new training and qualifications.
Working Safely	Knows and follows relevant H&S rules and procedures. Checks and sticks to guidelines for use of equipment & materials
Being Committed and Reliable	Is willing to take instruction and advice. Learns from other team members in order to do the job better. Goes the 'extra mile' to get work finished to a high standard.

Special Conditions and Professional Requirements

Ability to travel throughout the County Borough to respond to Service needs.

Ability and availability to work a two shift working pattern (days and afternoon/evenings).

Ability and availability to work bank holidays and weekends when required in order to ensure the customers vehicles are available for service.