PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner:

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Vehicle Technician
Generic Role Profile:	Technical
Salary Band:	D Lower (Local Agreement)
Operational / Non Operational Role	Non operational
Vetting Level:	Recruitment Level
Reporting to:	Senior Technician
Specific Role Purpose:	Motor Vehicle Technician to carry out Service, Maintenance and Repairs (SMR).
Key Responsibilities:	Complete a full inspection/service, taking due consideration to Police driving requirement against the optimum use of parts. Diagnose, repair and replace major components including Police equipment. Modification of vehicles for Police use including all electrical equipment. Road test vehicles. Work within Industry standard times. Complete job cards electronically. Assist Senior Technician with vehicle examinations before and after contract repairs. To provide a mobile service at locations designated by the Senior Technician. Completion of job records with Fleet Management system (Tranman). Demonstrate knowledge of relevant vehicles and work to Industry standard hours (ICME) times, have effective written and verbal communication skills and able to use computerised systems. Demonstrate they have time served mechanical experience, preferably within a Motor Vehicle workshop environment. Possession of a motor vehicle technology qualification such as City & Guilds, NVQ level 3 or ONC/HNC.

Date:
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	Able to use the latest diagnostic equipment. Duties will include the day-to-day diagnosis, repair and servicing (SMR) of police vehicles and ancillary equipment, including light commercial vehicles and the preparation/de-preparation of vehicles and covert equipment, design and installation of ANPR within the Prep Shop after training.

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience *This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.*	
Essential:	City & Guilds parts 1,2 and 3, NVQ Level 1,2 and 3 or ONC/HNC. Current and Clean Driving Licence. Able to work unsupervised.
Desirable:	VOSA NTT authorisation.
Skills *This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.* *Refer to skills database for core operational skills*	
Essential:	Adaptability to role and be able to carry out full Technician duties. Completion of job records. Ability to work within Industry hours (ICME) times. Effective written and verbal communication skills.
Desirable:	Demonstrate they have time served mechanical experience, preferably within a

	Manufacturer's workshop environment. The use of an electronic job processing system.

Hours of Work and Flexibility:	36.5hrs per week. The department also offers staff the opportunity to work a TOIL system, hours 07:00 to 15:30 monday-friday and 10:00 to 18:30 Monday-Friday on late week (approx 1 late week in 6).
Agile Work Style: (if applicable)	N/A

Restriction Level:	N/A