

## Role Profile

<b>Job Title:</b>	<b>Workshop Assistant – Fleet</b>
<b>Location:</b>	<b>Oakleigh Depot</b>
<b>Department:</b>	<b>Transport Services</b>
<b>Directorate:</b>	<b>Street Scene</b>
<b>Grade:</b>	<b>C</b>
<b>Type of Working:</b>	<b><i>Onsite Working</i></b>
<b>Reports to:</b>	<b>Workshop Manager/ Workshop Chargehand</b>

### 1. Job Purpose

Transport Services manages the maintenance and repair of the Council's vehicle fleet/plant/equipment, in accordance with legal regulations, lease company's and manufactures' standards and targets. Workshop Assistant role is to support the supervisors and Workshop Manager by assisting in the day to day operations of the Councils fleet maintenance workshop. This is an entry level role supporting qualified technicians in servicing and maintaining the Council's diverse vehicle fleet. The postholder will help ensure fleet vehicles are safe, roadworthy and available to deliver Council services.

### 2. Key accountabilities:

- 2.1 Assist vehicle technicians with basic tasks such as checking tyres, lights and fluid levels.
- 2.2 Assist Vehicle Technicians in the basic diagnosis of vehicle faults
- 2.3 Support with vehicle handover, job cards and any other necessary documentation as required.
- 2.4 Ensure PPE, spill kits and safety materials are available.
- 2.5 Wash and clean vehicle where required for maintenance.
- 2.6 Support vehicle technicians in moving vehicles within the workshop or depot space as required (dependent driving licence)
- 2.7 Follow all workshop safety procedures, Safe Systems of Works, and PPE requirements for the role.
- 2.8 Support fleet compliance requirements including O Licence, DVSA and workshop health & safety standards. Report defective tools/equipment to Supervisors promptly.
- 2.9 Maintain cleanliness and tidiness of workshop bays, tools and surrounding work areas.
- 2.10 Support vehicle technicians in maintaining adequate levels of stock parts and consumables
- 2.11 Provide support as required to service and repair vehicles and plant (including Grounds Maintenance equipment) using appropriate equipment and other resources in a proper and safe manner to established

standards and criteria, in accordance with relevant legislation, manufacturer's recommendations and training given, as directed by the Transport Workshop management.

- 2.12 Interpret and implement relevant technical service instruction(s), data and manufacturer's instructions within tasks undertaken.
- 2.13 Raise job cards from defect reports as required, utilising the Fleet Management System and manual systems. Update the job card periodically and on completion of the task and/or by the end of each shift. Sign off the job card and initial each task verifying it has been fully completed.
- 2.14 Identify the need and specification for replacement parts through relevant catalogues and the Fleet Management System. Requisition appropriate parts in a timely manner that minimises vehicle downtime and verify all parts against the original specification upon receipt.
- 2.15 To wear as appropriate, all relevant protective clothing in accordance with the current Health and Safety Codes of Practice and risk assessments.
- 2.16 Participate in supervised learning tasks, to build knowledge of tools, workshop processes, fleet management and systems.
- 2.17 Engage fully with skills development plans and any competency based assessment that is requirement in development.
- 2.18 Clear written and verbal communication with colleagues and managers
- 2.19 Support the team and self, including technical knowledge, skills and performance through training and self-knowledge. Promote a culture of continuous improvement to present and future service needs and to improve the Transport Service for users of this service and attainment of performance standards.
- 2.20 Recommend improvements or modification that may be considered necessary to improve the vehicles' economic and safe operation.
- 2.21 Ensure that safe working practices are maintained in accordance with the Health and Safety at Work Act and the Council's Safety Policy.
- 2.22 Attend mandatory training sessions, tool box talks and workshop briefings when required.
- 2.23 Work towards achieving Level 1 and Level 2 qualification in Vehicle Maintenance or an equivalent recognised qualification.
- 2.24 To operate Transport Workshop (split shift) system 06.00 to 21.30, including weekend and Bank Holiday working on a rota basis, in accordance with the Council's operational requirements.
- 2.25 The above duties and responsibilities give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provided by London Borough of Barnet. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.
- 2.26 Carry out any other reasonable duties required to support workshop operations.

### **3. Financial Responsibilities**

- 3.1 To operate within strict budgetary guidelines. Is this essential or desirable

### **4. Health and Safety Responsibilities**

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements

## Caring for people, our places and the planet

- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

### 5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values.

Caring / Learning to Improve / Inclusive / Collaboration

### 6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

### 7. The Council's Commitment to Equality

To deliver the Council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the workplace and in the services the council delivers.

## PERSON SPECIFICATION

<b>Job Title</b>	<b>Workshop Assistant – Fleet</b>
<b>Location:</b>	<b>Oakleigh Depot</b>
<b>Department:</b>	<b>Transport Services</b>
<b>Directorate:</b>	<b>Street Scene</b>
<b>Grade:</b>	<b>C</b>
<b>Type of Working</b>	<b>Onsite Working</b>
<b>Reports to:</b>	<b>Workshop Manager/Workshop Chargehand</b>

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Professional Membership/Qualification</b>		
Full UK manual driving licence (or be able to achieve this within 6 months)	Essential	Application/Interview
<b>Experience &amp; Knowledge</b>		
Standard Secondary /Comprehensive Education (minimum) at least 'GCSE' level standard including English and Maths or demonstrable relevant experience	Essential	Application/Interview
Knowledge and understanding of Council aims and values and how they impact on the transport role	Essential	Application/Interview
Demonstrable experience of operating computer/laptop/devices	Essential	Application/Interview
Willingness and ability to undertake training as required to meet job criteria	Essential	Application/Interview
Knowledge of Health & Safety At Work Act and relevance to vehicle maintenance workshop/environment in order to operate within current guidelines	Desirable	Application/Interview
Ability to operate within strict budgetary guidelines	Desirable	Application/Interview
Wearing of PPE as appropriate	Essential	Application/Interview
Recent exposure within a transport logistics environment/ workshop setting or equivalent	Essential	Application/Interview
<b>Skill &amp; Ability</b>		
Good organisational skills including the ability to manage time effectively.	Essential	Application/Interview

Willingness to learn and follow instruction	Essential	Application/Interview
Interest in vehicle maintenance or mechanical work	Essential	Application/Interview
Ability to work under pressure	Essential	
Reliable, punctual and able to work collaboratively	Essential	Application/Interview
Able to demonstrate a flexible approach in a busy working environment	Essential	Application/Interview
Ability to ensure work is complete to the standard required within timescales	Essential	Application/Interview
<p><b>Communicating Effectively</b></p> <p>Demonstrate the effective use of the range of communication methods available: written, spoken, electronic, and use these methods in appropriate ways suitable to the context and situation.</p> <ul style="list-style-type: none"> <li>• present spoken communication in a polite, friendly and respectful manner seeking to ensure mutual understanding..</li> <li>• present information and ideas in a clear and understandable way which avoids jargon.</li> <li>• seek to understand the communication needs of colleagues and customers, being mindful of equality issues and the diverse needs of the range of people we work with</li> <li>• choose the most appropriate method of communication for the situation, seeking to avoid using one fixed style or approach.</li> </ul>	Essential	Application/Interview
Ability to complete and maintain manual and computerised work records and timesheets	Essential	Application/Interview
Working knowledge of fleet management systems used by the service or other software packages (within 6 months – training will be provided)	Desirable	Application/Interview
Ability to work on a shift pattern during 6.00 to 21.30	Essential	Application/Interview
<b>Values &amp; Behaviours</b>		
<b>Caring</b>		
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
<b>Learning to Improve</b>		

Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview