

## Role Profile

<b>Job Title:</b>	<b>Vehicle Inspector</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>E</b>
<b>Type of Working:</b>	<b><i>Onsite Working</i></b>
<b>Reports to:</b>	<b>Workshop Manager</b>

**1. Job Purpose:**

To ensure the efficient and smooth operation of the Council's MOT testing station. Promote a culture of continuous improvement to present and future service needs and to improving the transport and MOT test station for users of this service.

**2. Key accountabilities:**

Transport Services provide a complete vehicle procurement and maintenance service to the borough and some external bodies. The Postholder will have a major role in ensuring the effective and reliable operation of the Council's MoT Testing Station and inspection of the Council's vehicle and plant fleet.

- 2.1 Responsible for ensuring cover of the MoT Test Station. Undertake, as a Nominated Tester, MoT testing of the Council's and public vehicles up to and including Class 7 tests, when required.
- 2.2 Assist the Workshop Manager in the successful planning and scheduling of the vehicle annual MoT testing, inspection, maintenance and repair programmes.
- 2.3 Inspect and test vehicles and plant (including Grounds Maintenance equipment) to Council's standards and criteria, in accordance with relevant legislation as directed by the Transport Workshop management. Diagnose faults and repairs relating to all vehicles and plant including that necessary to pass legislative testing (MoT test), provide condition and maintenance reports orally and in writing.
- 2.4 Identify and report all potential faults or non-compliance affecting operational and roadworthy capability, notifying supervision accordingly.
- 2.5 Verify daily all job cards and associated documentation are correctly completed, ensuring that all tasks, parts, labour and costs are authorised and approved by the relevant client, in accordance with Council's and Transport Workshop procedures.
- 2.6 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.

2.7 Responsible for the following: -

- Safeguard the Council from prosecution in relation to the Dept of Transport's (VOSA) Mot Testing regulations, operate within those regulations, and complete all relevant documentation as required.
- Liaise with the public requiring MoT tests, recording booking requests, reporting verbally and in writing all defects found within the test, managing complaints arising from the public in accordance with Council procedures.
- Securely retain a set of keys to the MoT Test safe and safety box at all times, safeguarding all legal Test documentation, reporting immediately all missing embossing stamps and unused Mot test certificates.

2.8 Process all payments for Mot tests, receiving either cash, cheque or bank card, checking accuracy of payment and receipt provided to the correct value, securely retaining all transactions and counterfoils in accordance with Council's procedures for handling payments.

2.9 Responsible for working on own initiative whether working supervised or unsupervised.

2.10 To deputise in the absence of the Quality Controller as requested.

2.11 Responsible for the identification and reporting of MoT Testing Station performance against targets. To provide a daily and/or weekly monitor report to the Workshop Manager, identifying the performance of the section and staff.

2.12 Responsible for completing a risk assessment prior to operating lone working and high risk tasks, in accordance with Council's procedures. Conduct off site inspections and repairs, provide roadside assistance and recovery of defective or damaged vehicles/plant, using suitable equipment.

2.13 Interpret and implement relevant technical service instruction(s), data and manufacturer's instructions within tasks undertaken.

2.14 Verify cost estimates of repairs and recommend remedial action at the point of repair and any variation thereof on the job sheet, prior to undertaking the task, reporting costs to the Transport Workshop management. Undertake all tasks with the agreed or recommended maintenance and repair times.

2.15 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.

2.16 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.

2.17 Manufacture and fabricate components and/or repairs, within the facilities available. Undertake all aspects of welding as required, where appropriate training will be provided within specific criteria.

2.18 To review methods of operation to ensure that they are operationally and economically viable and compliant with current Health & Safety legislation and regulations. To wear as appropriate, all relevant protective clothing in accordance with the current Health and Safety Codes of Practice and risk assessments.

2.19 Supervise and instruct junior staff and/or third parties allocated to assist in all aspects of Transport Workshop related to a MoT inspection, programme of work or delivery of vehicles, equipment or products.

2.20 Ensure cleanliness, tidiness and safety within the Transport Workshop environment at all times.

2.21 Develop the teams and own levels of expertise, 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.

2.22 Recommend improvements or modification that may be considered necessary to improve the vehicles' economic and safe operation.

2.23 Ensure that safe working practices are maintained in accordance with the Health and Safety at Work Act and the Council's Safety Policy.

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.

### **3. Financial Responsibilities**

- To operate within strict budgetary guidelines.
- To be responsible for the security of cash, cheque and credit card payments taken by MoT Testing Station and ensure these are banked in accordance with Council procedures.

### **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
- 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

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<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Professional Membership/Qualification</b>		
NVQ 3 Heavy Motor Vehicle qualification or equivalent	Essential	Application/Interview
Qualified Commercial Vehicle Inspector (VOSA accreditation)	Essential	Application/Interview
Nominated Tester (VOSA accreditation MoT Class 4 to 7 testing)	Essential	Application/Interview
<b>Experience &amp; Knowledge</b>		
Accredited holder of appropriate product training including commercial vehicle inspection, maintenance, hydraulics and diagnostic skills in chassis cab and specialist body mounted equipment, with accreditation to intermediate standards in the following areas (ESSENTIAL: able to achieve this within 12 months of appointment): <ul style="list-style-type: none"> <li>▪ Dennis Refuse vehicle chassis cab and vehicle bodies</li> <li>▪ Scarab sweepers</li> <li>▪ Ford vans</li> <li>▪ Mercedes Econic chassis cab</li> <li>▪ IVECO chassis cab (ranging from 3.5 to 28 tonnes)</li> <li>▪ Tail lift equipment (either Recon or Ratcliff)</li> <li>▪ Atlas crane equipment ▪ Terberg bin hoist equipment</li> <li>▪ Agricultural/mechanical plant and telehandler equipment</li> <li>▪ Grounds maintenance (grass cutting), pedestrian, ride-on and trailed equipment</li> <li>EV Vehicles inspection, diagnostics, fundamentals and repairs.</li> <li>▪ Loler lifting equipment testing</li> </ul>	Desirable	Application/Interview

Experience of dealing with the public in a MoT Testing Station environment	Essential	Application/Interview
Intermediate welding skills or Motor Vehicle Electrical Skills to NVQ 2 standard or equivalent	Essential	Application/Interview
Minimum 10 years combined experience in municipal, commercial fleet or plant fleet maintenance	Essential	Application/Interview
Knowledge of Health & Safety At Work Act and relevance to vehicle maintenance workshop/environment in order to operate within current guidelines	Essential	Application/Interview
Demonstrable understanding of diarised booking in and job authorisation procedures	Essential	Application/Interview
Understanding of ICME	Essential	Application/Interview
Ability to operate within strict budgetary guidelines	Essential	Application/Interview
Good level of general education to ensure accurate job/time recording and interpretation of technical service data and manufacturer's instructions	Essential	Application/Interview
Willingness and ability to undertake training as required to meet job criteria	Essential	Application/Interview
Wearing of PPE as appropriate	Essential	Application/Interview
Knowledge and understanding of Council aims and values and how they impact on the transport role	Essential	Application/Interview
<b>Skill &amp; Ability</b>		
Ability to operate within strict Quality Control guidelines and adhere to Quality Controller's instructions	Essential	Application/Interview
Ability to operate within strict MoT (VOSA) regulations relating to the operation and undertaking of MoT tests	Essential	Application/Interview
Ability to deputise in the absence of the Quality Controller if required	Essential	Application/Interview
Able to demonstrate a flexible approach in a busy working environment	Essential	Application/Interview
Current vocational LGV Category C driving licence (HGV 2)	Essential	Application/Interview
Forklift driving licence	Essential	Application/Interview
Ability to complete and maintain manual and computerised work records and timesheets	Essential	Application/Interview
<b>Values &amp; Behaviours</b>		

Caring		
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential/Desirable	Application/Interview
Learning to Improve		
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
Inclusive		
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
Collaborative		
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