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## Your job

**Job Title: Fleet Technician**

**Service: Fleet Services**

**Grade: 6**

**Reporting to: Fleet Supervisor**

Fleet Services are responsible for the management of the Council's fleet of vehicles and plant, including compliance of the maintenance and repairs schedule, procurement and performance of vehicles and drivers. This role will provide day to day repair and maintenance of all council vehicles, plant and equipment. You will be accountable for your own quality and standard of work, ensuring customer deadlines are met and that frontline operational services are equipped with the resources required to deliver essential services to residents of the borough.

The role will require you to work a shift rota that includes working evenings, bank holidays and alternative working days over the Christmas and Easter periods.

### **Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## **In this job you will:**

In the next 12 months, you will:

- Contribute your skills and knowledge in ensuring our Fleet is maintained and inspected to a high standard.
- Support the Fleet Services Management Team in the implementation of service improvements.
- Assist the Fleet Services Management Team in the performance of all service level agreements within the service in order to maximise efficiency and customer satisfaction.
- Embrace new technologies including vehicle diagnostics and alternate fuelled vehicles.

On an ongoing basis you will:

- Repair and maintain all Council vehicles, plant and equipment.
- Carry out vehicle and plant inspections.
- Prepare vehicles to MOT / Inspection standards.
- Be responsible for meeting target times and for communicating progress, including reporting any issues that may affect the completion of the work.
- Be accountable for completion and submission of all prescribed forms, ensuring that accurate and comprehensive records of work and parts are maintained.
- Be responsible for ensuring work is carried out to manufacturers' guidelines and statutory requirements.
- Ensure all work is carried out in a safe manner and in line with Health and Safety regulations and procedures.
- Contribute to maintaining the workshop in clean and tidy manner.
- Ensure that you follow all health and safety regulations and all other Council policies and procedures in place.
- Attend any training course required by the service.
- Demonstrate flexibility towards the services to achieve targets.
- Participate in My Time / My Time Extra sessions and Corporate / Directorate LIA sessions.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

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## In this job you will need:

You must be able to demonstrate the following essential requirements:

- Significant experience of working within a transport environment.
- NVQ Level 3 / City and Guilds in Motor Vehicle Engineering or equivalent.
- Hold a minimum of category C licence entitlement or whiling to obtain this within the first six months.
- Hold a current valid Driver Certificate of Professional Competence qualification card, with the commitment to carry out annual training to maintain this qualification.
- Sound knowledge of health and safety and its application within an operational workplace.
- Excellent organisational and planning skills.
- A high level of communication skills.
- Ability to work flexibly in line with business demands and shift rotas, including outside of normal working hours, bank holidays and weekends.
- Take pride in your work, meet customer deadlines and complete work to a high standard.

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## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

<b>Be Positive</b>	“ Take pride in all that you do and support and develop yourself and others. ”
<b>Be Accountable</b>	“ Be responsible for making things better, enabling change and supporting improvement. ”
<b>Be Courageous</b>	“ Be open to doing things differently and working collaboratively with others. ”
<b>Be Kind</b>	“ Be helpful, generous and thoughtful towards yourself and others. ”