



Job Description

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St. Helens Council

Post:	HGV Fitter
Post Number:	PET030
Department:	Environmental & Trading Services
Grade:	SCP 12 to 17
Responsible to:	Team Manager

Purpose of the Post:

The post is a multi-skilled role requiring the post holder to have a flexible approach to all aspects of vehicle repair. The post holder is required to assist the department in the service and maintenance of the Council's fleet of vehicles and items of plant, ensuring compliance to all statutory regulations and O Licence conditions. The post holder will also be required to undertake similar duties to other non-fleet items when required to do so.

Duties and Responsibilities:

1. To undertake safety and maintenance inspections on all fleet and non-fleet vehicles, plant and specialist equipment.
2. To undertake scheduled and non-scheduled repairs of vehicles and plant including breakdown and recovery of such items, mechanical, electrical/electronic and hydraulic system repairs.
3. To prepare vehicles for annual MOT/DVSA Tests.
4. Ensure the accurate completion of all records using both paperwork and computer systems
5. If already VOSA approved, undertake MOT testing duties and Private Hire and Hackney inspections on behalf of the Council's Licensing Department
6. To complete and accurately record, in a timely manner all inspection reports, maintenance records and any other documentation deemed necessary to comply with VOSA regulations and the Council's O Licence obligations.
7. The post holder will be required to undertake any training course deemed necessary to assist in undertaking the above duties.



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8. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
9. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
10. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).
11. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: June 2016

Date updated: February 2019