



PERSON SPECIFICATION

Area:	FHQ	Job Title:	Vehicle Technician/ Electrician	Weekly Hours:	37
Section:	Transport Unit	Scale:	6	Version:	3
Post No:	VV054	Status:	Established	Version Date:	17 th March 2014

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
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Education:	<ol style="list-style-type: none"> To hold levels 1, 2 and 3 City and Guilds Vehicle Technician or Vehicle Electrician or equivalent or related qualification. To have served a 3 year apprenticeship or equivalent training programme or have had appropriate work experience to an equivalent standard 	<ol style="list-style-type: none"> To possess the aptitude and willingness to have skills developed in order to undertake a joint role of technician/electrician to enable the undertaking additional duties for the maintenance and installation of police vehicle installed equipment. (this will be discussed at job interview)
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Work Experience:	<ol style="list-style-type: none"> To demonstrate substantial experience in Vehicle Technicians and/or Vehicle Electrician fault diagnosis and resultant repairs, including the use of electronic diagnostic equipment. To include experience of working on a range of vehicle makes and models. 	<ol style="list-style-type: none"> Experience of working on emergency service vehicles and the repair and installation of emergency warning equipment and related police equipment.
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POLICE – STAFF

<p>Personal / Interpersonal Skills, Aptitudes:</p>	<p>4. To be able and willing to communicate effectively with Workshop Management and Supervision, work colleagues and vehicle users.</p> <p>5. To be able to interpret and remedy vehicle defect descriptions communicated by Vehicle users.</p> <p>6. To demonstrate the ability to complete Repair Documentation to a required Standard.</p>	<p>11. To be willing to assist colleagues in the execution of their jobs as required.</p> <p>12. A flexible approach to working in a workshop team environment and the willingness to learn new skills and to be developed into other skill areas</p>
<p>Special Skills:</p>	<p>7. Good knowledge of Health & Safety requirements within a workshop environment</p>	<p>13. Qualified MOT Tester. LCV driving licence. Knowledge of COSHH regulations</p>

ROLE DESCRIPTION

Job title:	Vehicle Technician/Electrician
Post no:	VV054
Scale:	6
Responsible to:	Workshop Co-ordinator and/or Workshop Controller
Responsible for:	Nil staff
Contacts:	Police Officers and Support Staff. National and Regional Squads and other authorities and services as required
Role:	The role is as a police Vehicle Technician possessing an aptitude and interest for development to additionally undertake repairs, maintenance and installation of police related equipment, e.g. sirens, blue lights and comms equipment

<u>Duties</u>	<u>Responsibilities</u>
Operational:	<ol style="list-style-type: none"> 1. To be an effective and efficient member of the Transport Unit maintenance team and to ensure that all activities and work undertaken are done so in recognition of the need to support the Forces Policing Plans, Policies, Procedures and Operations.
Communication:	<ol style="list-style-type: none"> 1. To liaise with the Workshop Controller and Workshop Co-ordinator at the commencement of duty each morning to receive guidance/instructions on vehicle commissioning and related repair priorities. 2. To liaise with vehicle users and drivers as necessary in order to receive details of defects and to analyse and interpret such communication in an effective manner in order to efficiently rectify such defects.

POLICE – STAFF

Administration:	<ol style="list-style-type: none">1. To undertake all duties and responsibilities to in accordance with Force procedures, workshop management and supervision advice, and manufacturers stated instructions.2. To check servicing schedules to confirm that vehicles are due for maintenance, repair or other programmed activities3. To diagnose faults and defects with the aid of diagnostic and other equipment and rectify such faults in an efficient and effective manner.4. To undertake road tests of vehicles as necessary following repair tasks.6. To seek assistance and advice when necessary from workshop supervision, in cases of repair difficulties or where extensive or expensive repairs are diagnosed/identified
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General	<ol style="list-style-type: none">1 Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people2 Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.3 This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities4 To complete all vehicle servicing and repair documentation correctly, in a timely manner and to a good standard.5 To refer to and utilise manufacturers and local technical and procedural information in the repair of vehicles.6 Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role and to fully comply with any reasonable requested made received from workshop management/supervision.
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Additional Information:

Security Check Level:

(~~strikethrough~~ checks NOT required)

RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

Additional Information:

LEICESTERSHIRE POLICE RISK ASSESSMENT FORM

HS2

AREA/DEPT.: _____ DATE COMPLETED: _____ REVIEWED _____
 LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED: _____

SPECIAL GROUPS OF PERSONS CONSIDERED: _____

COMPLETED BY (Risk Assessor): _____

AUTHORISED BY: _____

ASSISTED BY: _____

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood