# Job Description

**Role Profile**  Apprentice Vehicle Technician – LGV – PSV - LCV

**Service/Team** - Environment - Fleet

**Reports to -** Fleet team Supervisors

**Responsible for** - N\A

**Number of posts** - 2

**Post number** - 101303 - 101085

**Career Grade** G

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** ensuring this part of the job is delivered in this way which has this impact.

**Job Overview**

To learn how to service, repair and maintain the Councils fleet across the Bournemouth, Christchurch and Poole area ensuring they meet the legal standards as set by the relevant governing and enforcing bodies and to support the provision of efficient vehicles to front line services.

## Key Responsibilities

* To learn how to carry out thorough examinations, inspections and reports on the condition, roadworthiness, and safety of all vehicles or equipment.
* To learn how to carry out preventative maintenance and routine servicing, within specified or scheduled periods
* To learn how to use the necessary tools, equipment and facilities in a safe and efficient manner whilst ensuring a high standard of workmanship.
* Comply with all Health and Safety, Risk Assessments and Safe Working Practices as required, and in line with any statutory requirements,
* Undertake other duties as may be required from time to time commensurate to the grade of the post.
* Participate in staff training programmes related to your role, and deliver relevant training as required, to maintain and enhance your own and others’ skills and knowledge needed to meet service delivery requirements.
* To be an active part of a team providing a full repair and maintenance service for the Council’s mixed vehicle fleet
* To always ensure compliance to the Council’s Operators Licence

## Personal Qualities & Attributes

* Capable of working effectively within a team and on own initiative
* Ability to electronically compile reports of defects, repairs carried out and parts used, accurately
* Have a flexible and willing approach to undertake various ranges of tasks
* Ability to communicate effectively to a diverse range of people
* Physically fit
* Problem solving
* Pro active
* Ability to organise and prioritise own work
* Motivated

## Job Requirements

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.
* A flexible approach to working hours
* Must be flexible and willing to work at BCP locations across the wider borough
* To support and assist with training of apprentices

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.