

Lancashire County Council

Operational Context Form

Post title: VEHICLE & PLANT TECHNICIAN					
Pubic & Integrated Transport, Highways & Transport			Locations:		
Establishment or team:		Fleet Service		Post numbers:	
Grade:	Grade 7	Staff responsibility:		Essential Car user:	NO
<p>The position is responsible and accountable for the provision best value, high quality vehicle and plant maintenance, service, and repair of a varied fleet for Lancashire County Council to enable the authority to carry out its statutory functions, and to those outside organisations for whom LCC Fleet Services carry out vehicle maintenance work.</p> <p>Currently Fleet Services have workshops at Bamber Bridge, N65 Hapton (Burnley), Thornton, Caton and Whalley.</p> <p>As demand for services or the operating model of Fleet Services changes, the posts may be based at any location within Lancashire.</p>					
<p>Accountabilities/Responsibilities:</p> <ul style="list-style-type: none"> • Service and repair of vehicles and plant items to comply with statutory regulation and obligations and in accordance with the Council's Operators Licence. • Service and repair of vehicles and plant items to manufacturers recommendations and as set out in the DVSA Guide to Maintaining Road Worthiness and ensure compliance with the requirements of the office of the Senior Traffic Commissioner. • Inspecting and preparing vehicles and equipment to relevant standards, such as manufacturer guidelines, DVSA HGV Inspection manual or LOLER. • Use of engineering specialised equipment in association with the repair and maintenance of vehicles and plant. • Complex problem solving with multiple discipline systems and diverse types of vehicles and plant. • Use of computer diagnostic systems and equipment to assist in fault finding to aid in the repair of faults and breakdowns. • Supervision, training and evaluation, mentoring and directing the work of apprentices and newly qualified apprentices. 					

- Provide familiarisation training, when required to new starters and apprentices on specialised vehicle and plant systems.
- Placement on a team rota providing an out of hours callout service.
- Use of specialised fleet management/maintenance software and hardware including hand, fixed and mobile devices.
- Potential requirement to work in varied environmental situations, including on waste and recycling sites, live highways, emergency situations and in inclement weather conditions.
- Interacting with internal and external customers and stakeholders both at the workshops and remotely.
- Continuous professional development to enhance skills sets to support future and developing technology.

Prepared by:		Date:	December 2023
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Lancashire County Council

Person specification		
Post title: VEHICLE & PLANT TECHNICIAN	Grade: Grade 7	
Directorate: COMMUNITY SERVICES (Operations & Delivery)	Post numbers:	
Establishment or team: FLEET SERVICES, PUBLIC & INTEGRATED TRANSPORT		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
Achieved NVQ Level III or equivalent City & Guilds qualification	E	AF I
IRTEC Licence	D	AF I
Experience		
Experience of vehicle service & repair	E	AF I
Experience in inspection and preparation of vehicles for test	E	AF I
Experience in full range of light and heavy commercial vehicles	D	AF I
Experience in full range of Passenger carrying vehicles	D	AF I
Experience in Plant & Equipment	D	AF I
Experience in Blue Light emergency vehicles and ancillary equipment	D	AF I
Experience in Auto Electrical work	D	AF I
Knowledge/skills/abilities		
Category B Driving Licence	E	AF I
Vehicle diagnostic skills	E	AF I
Welding, Auto Electrical & Hydraulic skills	D	AF I
DVSA Nominated vehicle tester	D	AF I
Category C1+E, C, C+E, D1 Licence	D	AF I
Other (including special requirements)		
<ol style="list-style-type: none"> 1. Commitment to Equality & Diversity 2. Commitment to Health & Safety 3. Commitment to continuous professional development and training 4. Commitment to undertaking training for additional driving entitlements (C & D1 minimum) and driver CPC and holding any required cards/permits (eg CPC and Tachograph) 5. Commitment to undertake any required site specific training/inductions 7. Commitment to undertake any internal and external training where identified by line manager 8. Provide own non powered personal tools (tool allowance paid, all powered and calibrated tools provided by employer) 	All E	All AF/I

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| 9. Participate in Out of Hours Service as required
10. Undertake overtime as determined by business needs
11. Flexible Working and Alternating Turns to suit requirements of business and customers | | |
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Date: Dec 23

Note: We will always consider your references before confirming a job offer in writing.

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

CONFIDENTIAL

Team/Establishment	P&IT - FLEET SERVICES
Post title	VEHICLE & PLANT TECHNICIAN
Description of main activities the employee will be required to undertake (or attach role profile) AS ATTACHED	
Form completed by: (print name)	

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc.</i>).	X	<input type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc.</i>).	X	<input type="checkbox"/>
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	X	<input type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc.</i>).	X	<input type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	X	<input type="checkbox"/>
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	X	<input type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	X
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	X
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	X
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i>).	<input type="checkbox"/>	X

B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (<i>e.g. at sensitive front line posts re abuse, aggression, assault</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (<i>e.g. colour blindness</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (<i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (<i>e.g. risk of wels disease, other animal borne diseases, zoonoses</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Manual handling (<i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Working with vulnerable service users (<i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Work involving repetitive movements or forced posture (<i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19	Work as a regular display screen user (<i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Line Manager		Date:	Dec 2023
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