

Role Profile

Post Title:	Fleet Technician
Grade:	8
Date Created:	25th March 2026

ROLE DEFINITION

To assist in the maintenance of the Councils fleet of public utility vehicles and plant operated by the authority. Service, repair and MOT preparation/testing of all specified Fleet Vehicles and Plant including new and alternative powered vehicles i.e. Petrol, Diesel, Bio-Fuel, Electric and Hybrids to ensure compliance with DVSA and the Councils Operator Licence.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Carry out service and repairs as per manufacturer's and DVSA guidelines to always ensure the safe and legal operation of the Councils fleet.
- Accurately complete all Fleet & Legal documentation as instructed for the collation of maintenance, statutory and operational cost management.
- Ensuring repairs and servicing are completed and complies with the current legislation in accordance with manufactures specifications including the preparation and submission of vehicles for MOT testing.
- Undertake all work in compliance with Health and Safety guidelines, safe systems of work and safe working practices for the continued safety of all employees and customers.
- Maintain a safe working environment with a tidy as you go approach to minimise risk to all fleet customers, visitors and workshop personnel.
- Undertake and complete all health & safety training as required.



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- Work independently to ensure that vehicles are repaired and maintained to a high standard. Where specific product issues arise, contact the manufacturers directly for guidance taking part in training on new vehicle types and technologies.
- Diagnosing vehicle faults including high voltage systems, using diagnostic equipment to retrieve fault codes and interpret results.
- Work safely on electric vehicles, diagnosis isolation, removal, replacement and repair, remove/refit high voltage batteries, motors, cables.
- Contribute to the performance of the workshop team by achieving team objectives and priorities.
- Maintain professional standards while contributing to individual, team, and organisational objectives aligned with corporate goals.
- Use initiative to progress a range of both routine and ad-hoc tasks, depending on the live demands of the workshop environment.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	Time-served mechanic, and/or qualified to the minimum of City & Guilds standards or equivalent AND willing to work towards IMI levels 1-7 in Electric/Hybrid Vehicle Awareness	- Heavy vehicle service and maintenance technician level 3 or equivalent - Level 4 award in the diagnosis, testing and repair of Electric/Hybrid Vehicles and components	- Application Form - Interview
Experience	- Accurately complete job sheets detailing cost and labour - Preparation of vehicles for MOT testing - Service maintenance and inspection of heavy and light vehicles and plant - Diagnostic analysis of vehicle defects - Managing jobs within established budgets - Use a variety of fleet management systems	- MOT Tester on class 4,5 and 7 - Commercial diagnostics expertise for Council vehicle and plant fleet	- Application Form - References - Interview
Specialist Knowledge	Diagnostic software systems for vehicles and plant	Use of electronic fleet management system	- Application Form - Interview



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		• Day to day operational knowledge of a commercial MOT station • Operator licence requirements • Local Authority vehicle and plant fleet maintenance including new vehicle types	• Pre/Post-Interview Check (if appropriate)
Skills and Abilities	• Organisation and co-ordination skills • Written and verbal communication skills • Interpersonal & motivational skills • Time management skills • Ability to work to tight deadlines • Able to work on independently and using own initiative	•	• Application Form • References • Interview
Other	• Category B Driving Licence and willing to obtain the following categories as part of the role - B+E, C1+E, C, C+E, D1+E, D, D+E	• Participate in standby repair rota	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)



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	Ability to undertake training relevant to the role		
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Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport etc) for work purposes, meetings, training courses etc.

OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<u>Focus</u> we put our customers first we understand the bigger picture	- Provide excellent customer services - Meet and, where possible, exceed the expectations of internal and external customers - Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these - Know how the work we do fits into the overall performance of the Council
<u>Passion</u> we take pride in the jobs we do we are ambitious for our community	- Take ownership of our own actions and performance - Reflect on the work we do and consider how it could be improved - Have a positive impact on the lives of our customers and their communities - Push the boundaries to help our customers and communities realise their potential
<u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together	- Find new ways to deliver improvements, efficiencies and value for money - Embrace change with enthusiasm and creative ideas - Work together and creatively produce the best outcomes for our customers and communities - Plan all activities with the end goal in mind

