

## **Job Profile**

**Job Title: Vehicle Technician and MOT Tester**

**Job Grade: Level 2 Zone 2**

**Salary Range: £32,228 - £34,565**

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Vehicle Technician and MOT Tester is responsible for the servicing and repairs of Camden's fleet of vehicles as well as carrying out MOT inspections and tests on class 4,5 and 7 vehicles for in-house fleet, hire vehicles and for members of the public as part of Camden's in-house transport service known as Camden Accessible Travel Solutions (CATS).

CATS is based within York Way Depot, in King's Cross, London. The service is responsible for a wide range of transport related services including; the provision of accessible buses for children and adults, taxi bookings, fleet maintenance, an MOT service, Driver training, fuel provision and manages a range of concessionary travel schemes.

The Vehicle Technician and MOT Tester will form part of the Engineering Team within CATS which sits under the Supporting Communities Directorate of Camden Council.

The post holder will report to the Operations Manager.

Please see the structure chart below:

### **About the role**

The role will primarily focus on the day to day service, repair and maintenance of Camden's in-house vehicle fleet ranging from Passenger Service Vehicles (PSVs) to small vans, cars, minibuses, mobility scooters and E-cargo bikes as well as MOT checks for applicable vehicles within the Council's fleet and to provide an MOT service for members of the public. The role also requires individuals to be competent with the use of vehicle diagnostics and related technologies used in vehicle servicing. With net zero targets we are progressing with alternative fuels and the electrification of the fleet so experience with decommissioning vehicles or CNG would be a benefit.

**Example outcomes or objectives that this role will deliver:**

- To carry out daily checks on MOT equipment as per statutory requirements set out by the MOT regulator, DVSA.
- To conduct vehicle inspections and MOT inspections as per DVSA standards.
- To undertake pre – delivery inspections and preparation on new vehicles and plant. Give technical support and identify repairs and omissions on new vehicles when compared with vehicle specification off-hire vehicle checks and repairs.
- To complete all relevant paperwork (physical or digital) associated with the jobs you have undertaken to the agreed standards and in a timely manner.
- To undertake vehicle fault diagnosis, repair and maintenance of the Council's fleet of vehicles and private and/or hire vehicles as appropriate.
- To ensure compliance with vehicle safety standards as per DVSA standards.
- To provide feedback on improvements or modifications that may be considered necessary to improve the vehicles' economic and safe operation.
- To attend vehicles that have broken down on the roadside ensuring repair or recovery to operating centre.
- To attend any serious road traffic collisions where expertise will be required.

**About you*****Qualifications***

- Fully qualified MOT Tester or recognised UK or Non-UK recognised qualifications as per DVLA eligibility criteria, to become MOT Tester.
- To be fully qualified to undertake MOT testing on Class 4, 5 and 7 vehicles (encompassing the whole of the Council's in-house MOT fleet – Cars, Vans and up to 16 Seater minibuses)
- To have a full clean UK driving licence category B preferably with D and/ or C.
- To have completed the previous year's annual training and assessment and/or are currently active in the MOT testing service

***Technical Knowledge***

- Knowledge of DVSA Vehicle inspection and service requirements
- Understanding the roles of AEDM (Authorised Examiner Designated Manager); AED (Authorised Examiner Delegate); AE (Authorised Examiner) and Site Manager in relation to MOT Test Centre.
- Knowledge of the DVSA MOT Testing Guide and MOT Testing Manuals.
- Knowledge and understanding of the importance of 'Pass First Time' approach to MOTs, ensuring that minimum vehicle road safety standards are met.
- Knowledge of operating and using appropriate techniques and equipment e.g. vehicle lifts, vehicle ancillary equipment, workshop machinery, plant & tools and testing & diagnostic equipment will be a daily routine in this role.
- Appropriate health and safety / manual handling activities e.g. pushing, lifting, carrying and or applying pressures in various locations and environments including restricted access, where reasonable and appropriate to do so.

- Variations through the operation of duties will be dependent upon the particular needs of the service such as undertaking driving/operating vehicles & Plant, undertaking mechanical, electrical, hydraulic functions and administrative tasks as appropriate.
- Knowledge of enhancements within fleet services such as new fuel technologies, electric vehicles, CNG fuel.

#### **Experience**

- Experience of working within a busy fleet depot and workshop setting.
- Experience of undertaking MOT inspections for class 4, 5 and 7 vehicles.
- Experience of adhering to Health and Safety legislation in relation to vehicle workshops and transport depots.
- Experience of working to strict deadlines and completing assigned jobs as directed by the Service Manager/Manufacturer timescales.
- Experience of undertaking pre-planned servicing and conducting six-weekly preventive maintenance inspections.
- Experience of carrying out pre-MOT inspections with a strict discipline of vehicles passing first time and minimising OCRS Roadworthiness Points (OCRS).

#### **Work Environment:**

- The post holder will be expected to work flexibly, as per the Council's agile working policy. The post holder will be based within the transport depot at York Way, King's Cross.
- The Council's normal working hours are between 7am to 10pm Monday to Friday and 8am to 5pm Saturday and Sunday. From time-to-time you may be asked to work hours that are additional to or different from the hours you usually work.
- The role may require some outside working to attend to vehicle defects and repairs outside of the workshop.
- This role is will require hands-on manual work within a vehicle workshop.
- The post holder will be provided a uniform appropriate for working within a transport depot and in accordance with Health and Safety protocols for ensuring staff safety at work.

#### **People Management Responsibilities:**

- The post holder will have no direct line management responsibilities. The vehicle technicians will be expected to provide training and support to new staff and provide support to the vehicle technician apprentice.

#### **Relationships:**

- The post holder will report to the Operations Manager and be expected to work closely with the Fleet Compliance Officers in relation to their day to day activities. The post holder will also need to work closely with the Logistics Manager within Camden in relation to the scheduling and maintenance of passenger vehicles.
- The post holder will be expected to work with other key internal and external stakeholders regarding vehicle fleet, such as Camden Repairs Service and provide a front-line service to external customers in relation to MOT service.
- The post holder will be expected to comply with external auditors such as DVSA inspections and internal audit as required.

#### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG

