



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Workshop Technician (Apprentice)</b>
<b>Department:</b>	<b>Fleet Services</b>
<b>Location:</b>	<b>Cheshire Fire Service Headquarters</b>
<b>Post Number:</b>	<b>A032</b>
<b>Grade/Role:</b>	<b>Apprentice</b>
<b>Special Allowances:</b>	<b>None</b>
<b>Responsible to:</b>	<b>Workshop Manager</b>

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## **JOB PURPOSE**

Undertake an apprenticeship within the Fire Service Workshops. Work as a member of a team within the Fire Service Workshops, in liaison with the Fleet Services Manager, Team Leader and other Technicians, to ensure an efficient and competitive vehicle maintenance service is provided to Cheshire Fire and Rescue Service.

## **PRINCIPAL RESPONSIBILITIES**

- 1 Assist in vehicle repair and maintenance work to pre-determined standards, to ensure the Service Workshops meets its obligations to provide vehicles which are safe, reliable and legal in accordance with the Road Traffic Acts.
- 2 Complete records for all vehicles and equipment maintained, to ensure the efficiency and accountability of the Workshop.
- 3 Assist in the maintenance of specialist Service equipment and tools to ensure they are available for immediate use.
- 4 Observe safe working practices to comply with the requirements of Health and Safety legislation.
- 5 Identify and report to the Workshop Team Leader any vehicle defect, equipment defect or issue in the Workshop environment which has not been previously identified as part of an allocated job task.
- 6 Communicate with Service Personnel as required, to promote good customer relations.
- 7 Maintain high levels of cleanliness of workshops, vehicles and equipment to promote safe working practices.
- 8 Drive service vehicles as directed provided relevant licence is obtained and training has been completed.
- 9 Undertake and complete relevant qualifications that form part of the apprenticeship agreement.

## **Core Responsibilities for Cheshire Fire & Rescue Service Personnel**

### **Personal Performance**

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

### **Personal Accountability**

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

### **Core Values and Behaviours**

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

### **Equality, Diversity and Inclusion**

To promote, adhere to and implement the Service's Equality, Diversity and Inclusion Strategy/Policy and to work consistently to embed equality and diversity within the Service.

### **Safeguarding**

To promote, adhere to and implement the Service's Safeguarding Strategy/Policy and to work consistently to embed Safeguarding within the Service.

### **Health and Safety**

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

### **Environment**

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

### **N.B.**

**Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.**

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1.0	24/04/2014	LS
1.1	04/04/2024	AG



**PERSON SPECIFICATION**

**Job Title: Workshop Technician (Apprentice)**

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<p><u>Qualifications/Experience</u></p> <p>GCSE's or equivalent Grade C or above in Maths and English.</p>	<p style="text-align: center;">*</p>	
<p><u>Knowledge &amp; Skills</u></p> <p>Knowledge of Motor Vehicle technology.</p> <p>Experience of working in a customer facing environment.</p> <p>Knowledge of relevant health and safety, and equality legislation.</p> <p>IT Literate</p>	<p style="text-align: center;">*</p>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>
<p><u>Personal Competencies</u></p> <p>Current and clean driving licence.</p> <p>Demonstration of willingness to learn and use of initiative.</p> <p>Strong practical skills.</p> <p>Good problem solving skills.</p> <p>Ability to work quickly with good attention to detail.</p> <p>Ability to effectively communicate with managers, colleagues and customers.</p>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	<p style="text-align: center;">*</p>