

JOB DESCRIPTION

PART A: JOB DETAILS

JOB TITLE:	Vehicle Technician
AFC BAND:	Indicative Band 5
HOURS:	37.5
DIRECTORATE:	Strategy & Sustainability
DEPARTMENT:	Operations Support
REPORTING TO:	Workshops Supervisor
BASE:	Various

PART B: JOB SUMMARY

To ensure that all motor vehicle repairs, pre-planned maintenance repairs and vehicle servicing, are completed within an accurate time scale and in a cost-efficient manner on vehicles where appropriate training has been provided.

To provide a safe, effective and efficient maintenance and repair service within MOT standards for all vehicles and maintained by East of England Ambulance Service.

Responsible for diagnosing faults in vehicles and decide on the extent of the work required, making informed decisions as to the repair or replacement of faulty units.

Participates in the provision of a 24-hour breakdown service necessitating call out from home on occasion both at night/weekends with appropriate time off the following day in line with the Working Time Directive

Responsible for the servicing, repair and preventative maintenance of all vehicles owned or operated by the Trust, also the maintenance/repair of third party vehicles as instructed fairly by the Workshop Manager and with appropriate training.

PART C: KEY RELATIONSHIPS

INTERNAL.

Ambulance stations, Satellite Workshops, Ops Managers, General Managers and Operations Support Centre and Parts Specialist, and Administration, Operational staff and Support staff

EXTERNAL.

External suppliers, DVSA, government bodies and members of the public.

PART D: JOB SPECIFIC RESPONSIBILITIES

1. Communication

- 1.1 The post holder will take full responsibility for taking the initiative, and to make decisions on maintenance and repair of various types of vehicles.. Full training will be provided with an expectation to complete in line with Trust compliance standard
- 1.2 Responsible for the servicing, repair and preventative maintenance of all vehicles maintained by East of England Ambulance Service, training and equipment will be provided.
- 1.3 Will be required to work in rotation with other Mechanics: (during normal working hours or as an operational requirement).
- 1.4 Travel to ambulance stations in EEAST and undertake minor mechanical, electrical and body work repairs and undertake preventative maintenance on all vehicles on such stations.
- 1.5 Undertake major/minor mechanical and electrical repairs at workshops sites across the trust area.
- 1.6 Participate in the provision of a 24-hour breakdown/recovery service necessitating call out from home on occasions both at night/weekends.
- 1.7 Carry out MOT inspections/repairs as required for MOT tests to EEAS and customer vehicles.
- 1.8 To carry out mechanical/welding repairs as and when required.
- 1.9 Responsible for the safe working practices undertaken when dealing with motor vehicle air-conditioning systems.
- 1.10 Responsible for full utilisation of the computerised diagnostic equipment available to specific vehicle applications, to assist in the diagnosing of vehicle faults and fault-finding process, training of which will be provided and firmly supported.
- 1.11 To carry out repair and maintenance to special applications on vehicles operated by the Trust.
- 1.12 Servicing of cots/stretchers and carry chairs.
- 1.13 Complete all necessary documentation, including job cards, service sheets and parts sheets and ensure all are submitted in a timely manner
- 1.14 To arrange vehicle servicing & MOT tests with various Ambulance stations and external customers
- 1.15 Ordering/receiving of parts from external suppliers – use of on-line mechanical ordering and understanding of vehicle service and repair manuals.
- 1.16 Maintains security of stock and equipment used.
- 1.17 Keep workshops and equipment clean and tidy, reporting any defective equipment.
- 1.18 Account for all stores and equipment used by means of booking out of parts onto job cards.
- 1.19 Adhere to and deliver EEAST policies and procedures.
- 1.20 Responsible for ensuring that service centre equipment, portable equipment and hand tools are fully checked and maintained in line with Trust policy to meet Health & Safety requirements.
- 1.21 Responsible for ensuring that all fixed equipment, portable equipment and hand tools are fully checked and maintained in line with Trust policy to meet Health & Safety requirements.
- 1.22 Responsible for the maintain compliance with all statutory requirements relating to the disposal of waste produced as a result of the activities of the vehicle, this includes

- waste oil, oil filters, brake fluid, batteries, waste paint products etc.
- 1.23 Travel to breakdowns working outside in varying weather conditions anytime within a 24hour period when on call.
 - 1.24 Includes direct exposure to dirt, dust, grease, smell, noise, Chemicals and solvents, exhaust fumes, hot engines, manual lifting of weight up 25kg is required, risk of being in the vicinity of body fluids, foul linen sometimes found in the ambulance saloon. –
 - 1.25 All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust’s use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services.
 - 1.26 Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.
 - 1.27 All staff are responsible for undertaking scene specific or activity specific risk assessments for non-EEAS premises and reporting identified problems to their line manager for consideration and resolution.
 - 1.28 Continuous learning is an expectation of the role and the achievement of NVQ higher level qualifications to support and enhance mechanical knowledge
 - 1.29 Systematic and methodical approach to vehicle mechanics
 - 1.30 Required to provide guidance, support and direction to team members /colleagues /new employees as required.
 - 1.31 Become Subject matter experts with the ability to disseminate to other staff members

PART E: GENERAL RESPONSIBILITIES

Flexibility: The post holder may be required to work at any of the Trust’s sites in line with service needs.

Infection Prevention and Control: All Trust employees have duties under the “Health and safety at Work etc. Act 1974” which have a bearing on the prevention and control of infection in particular: Staff are expected to understand their responsibilities as outlined in the infection prevention and control policy and related guidelines, comply with all stated systems and maintain their knowledge of infection prevention and control relative to their role.

Confidentiality, Data Protection, Freedom of Information and Computer Misuse:

The information being handled by employees of EEAST is strictly confidential. Failure to respect the confidential nature of this information will render the employee subject to disciplinary action, including possible dismissal. This could also constitute a criminal offence. It is the duty of all employees to uphold the principles of the Data Protection Act 2018, the NHS Confidentiality Code of Conduct, Caldicott principles and the terms of the employment contract. All staff must safeguard the handling of information held in both computerised and manual filing systems and it is the employees responsibility to ensure all records are accurate and up to date, and that errors are corrected or notified as appropriate.

All staff must be aware of their responsibilities under the Freedom of Information Act 2000, and must comply with and keep up to date with Trust policies and legislation on confidentiality, data protection, freedom of information and computer misuse. .

Communication: All staff should be able to communicate effectively with people who use services and other staff, to ensure that the care, treatment and support of people who use services is not compromised.

Health, Safety, Security and risk management: All staff are required to adhere to and act consistently with all relevant health and safety legislation and Trust policies and procedures

in order to ensure that their own and the health, safety and security of others is maintained. This will include identifying and reporting all risks to health and safety, security of equipment and property, use of necessary safety devices and protective clothing and the achievement of the Trust's objectives in accordance with the Trust's risk management strategy and policies.

Major Incident: In the event of a major incident or civil unrest or other potential large scale service disruptions (e.g. Pandemic) all East of England Ambulance Service NHS Trust employees will be expected to report for duty on notification. All employees are also expected to play an active part in preparation for a major incident, civil unrest or other potential large-scale service disruptions (e.g. Pandemic) and to undertake training as necessary.

Equality and Diversity: Actively promote the Trust's commitment to equality and diversity by treating all patients, colleagues and visitors with dignity and respect and comply with related policies including Equal Opportunities Policy, Dignity at Work Policy, Recruitment and Selection Policy etc.

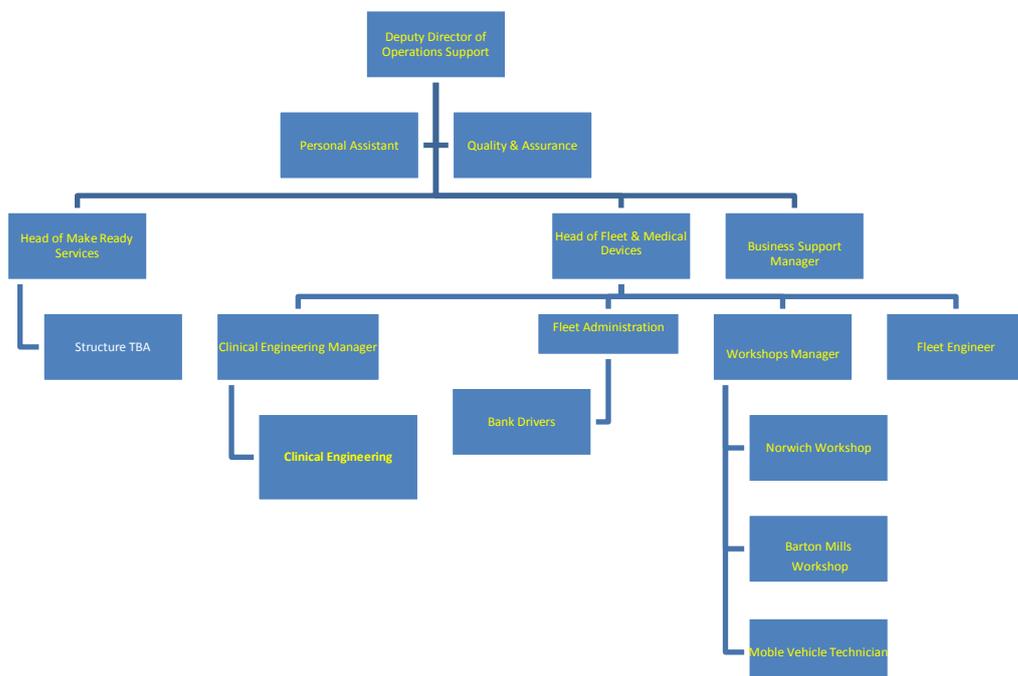
Mandatory, job related training and CPD: Take a proactive approach to own personal development in order to ensure that skills set is aligned to the demands of the role as it evolves and develops to meet the organisation's changing needs. This will include full participation in KSF and appraisal.

Safeguarding children and vulnerable adults: All employees have a responsibility for protecting, safeguarding and promoting the welfare of children and vulnerable adults. Further information about the Trust commitment to this and your responsibilities can be sought from the Trust's Child Protection Leads.

No Smoking Policy: East of England Ambulance Service NHS Trust is a no smoking Trust and all staff must comply with the Trust's no smoking policy.

Data Quality: It is the responsibility of all employees to ensure data is of a high quality standard, in order to support the Trust in providing a quality service. Data must be accurate, valid, reliable, timely, relevant and complete. For further information on the Trust's commitment to this, please refer to the Trust's Data Quality Policy.

PART F: STRUCTURE CHART



PART G:JOB DESCRIPTION RECORD

This job description reflects the current main organisational priorities for the post. In the context of rapid change taking place within the NHS/ Trust, these priorities will develop and change in consultation with the post holder in line with service needs and priorities.

Date Created:

Created by:

Post holder's signature: _____ Dated _____