



ROLE PROFILE

Post Title:	Fleet Automotive Technician.	
Grade:	LC7	JE: 1234
Location:	Fleet Management Unit, Lancashire Constabulary HQ.	
Responsible to:	Workshop Team Leader (Operations).	

Job Purpose:

To support operational policing by servicing, repairing and maintaining fleet vehicles efficiently to manufacturers specification, whilst adhering to the Ministry of Transport regulations. This includes the installation and maintenance of ICT, radio and role equipment fitted to fleet vehicles, in order to maximise vehicle availability within Lancashire Constabulary.

To provide technical support and specialist advice to staff in relation to maintenance and the care of fleet vehicles.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Conduct servicing, repairs and maintenance within agreed industry/workshop timescales as allocated by the team leader. Including MOT testing, roadside repairs and vehicle recovery as required.
- Be a leading expert in the technical and practical aspects of vehicle servicing, maintenance and repair and take responsibility for a thematic area(s) as designated by your Line Manager, giving advice and guidance to colleagues in these areas as required.
- To install, configure and support ICT software and hardware equipment fitted to the Constabulary's vehicles.
- Pro-actively manage the impact of delays, interruptions or changes in plans by identifying and responding promptly to any loss of service. By diagnosing faults and incidents, using diagnostic equipment where necessary, to maximise vehicle availability.
- To be aware and keep up to date with all machinery, equipment and workshop tools and a full understanding of its intended use and its calibration requirements. Including aspects of upgrading of Police/mechanical equipment as required i.e. move from fossil fuel vehicles to hybrid /electric / hydrogen.
- To accurately record all work completed on individual vehicles using job cards through

Tranman touch screens.

- Provide technical advice and support to customers and maintain good relationships and communication by meeting and exceeding their expectations, whilst adopting a customer focussed approach.
- To undertake current training to enhance technical skills and knowledge through continuous professional and personal development, and mentoring of apprentices as required.
- Be responsible for personal Health and Safety within the workshop ensuring Health and Safety at Work Act regulations are adhered to.
- Must have an in-depth and up-to-date knowledge of technical and legislative changes and make necessary amendments to force systems to ensure compliance.
- Promote and comply with Lancashire Constabulary's policies on equal opportunities and health and safety both in the delivery of service and the treatment of others.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	2	Interview

Inclusive, enabling and visionary leadership

We are collaborative	2	Interview
We deliver, support and inspire	2	Interview

Intelligent, creative and informed policing

We analyse critically	2	Interview
We are innovative and open minded	2	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :	
All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.	
Integrity	Impartiality
Public Service	Transparency

Qualification		
Essential	Desirable	To be identified by
NVQ/SVQ Level 3 Motor Vehicle Maintenance and Repair qualification.		Application Form
Current full UK driving licence with additional requirement to be qualified to drive C1 and D1 category vehicles or willing to work towards and complete within 24 months	HGV level 2 or higher	Application Form
A minimum of three years' experience of working unsupervised in a VMU across a wide range of vehicle makes and models.	Motorcycle licence	Application Form
Qualification for carrying out refrigerant/air conditioning system repair and maintenance equivalent to NVQ L3 or willing to work towards and complete within 24 months of commencing in role'		Application Form / Interview
Qualified to carry out MOT testing to DVSA standards or willing to work towards and complete within 24 months of commencing in role		Application Form / Interview
Knowledge / Experience		
Experience of using Fleet Management systems.	Experience of Tranman fleet management software.	Application Form/ Interview
Experience of installing and configuring vehicle software and data terminal equipment/systems. With an understanding of radio communication equipment.	Knowledge of auto electrics and auto electric repairs	Application Form/ Interview
Practical experience as a technician working within a vehicle maintenance unit and team, covering all aspects of mechanical and electrical repairs.	Experience of working in a 'Blue light' vehicle maintenance environment.	Application Form / Interview
Experience using diagnostic equipment to identify and rectify vehicle faults, with a full understanding of intended use and its calibration requirements	Experience of motorcycle maintenance/ repairs.	Application Form / Interview

Experience of prioritising and organising workloads to tight timescales, within a busy environment.		Application Form / Interview
Experience of communicating with a range of audiences utilising verbal, written and listening skills to provide technical advice, with a knowledge of customer care principles.		Interview
Ability to apply a problem-solving approach and resolve issues in creative and innovative ways.		Application Form / Interview
Knowledge of technical and legislative changes to provide advice and amendments to force systems to ensure compliance.		Application Form / Interview
Knowledge to promote and comply with our obligations under the Equality Act 2010, Data Protection and Health & safety legislation in the delivery of service and the treatment of others.		Application Form / Interview
Other		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
The ability and willingness to travel on Constabulary business, as required.		Application form / Interview
Demonstrates a flexible approach to working practices and hours.		Interview
Evidence of continuing professional development.		Interview

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

Date last updated: 11 October 21

