

**LINCOLNSHIRE POLICE
JOB DESCRIPTION**

JOB TITLE: Vehicle Auto Electrician

GRADE:	F
DEPARTMENT:	Fleet Management
ACCOUNTABLE TO:	Senior Vehicle Technician / Fleet Manager
STAFF MANAGED:	Nil
LOCATION/WORK BASE:	Skegness Fleet Management Workshops

JOB PURPOSE AND SCOPE:

To carry out a full range of duties expected of a skilled vehicle technician, including the repairing of damaged or faulty mechanical parts, installing new electrical systems and equipment, and carrying out routine mechanical maintenance and repairs to vehicles. The role requires a high standard of workmanship on a varied vehicle fleet including cars and vans from numerous vehicle manufacturers. This role will contribute to the provision of a cost effective, high quality and reliable vehicle fleet ensuring both officer and vehicle safety throughout.

Always demonstrate the force values. All staff involved in carrying out functions in this role will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

CORE WORK AREAS:

1. Replacement of damaged or faulty mechanical components in existing vehicles.
2. Installation of new electrical systems and equipment as part of the vehicle commissioning process.
3. Carry out preventative mechanical maintenance, servicing, diagnosis, preparatory work for MOT'S and repair tasks on multi-manufacturers vehicles to police standards at police workshops and selected locations as directed by the Senior Motor Vehicle Technician.
4. Carry out road testing of vehicles and ancillary police specialist equipment in accordance with work undertaken or as requested by management.
5. Carry out decommissioning of vehicles ensuring police specialist equipment is removed in a non-destructive manner for re-use on new vehicles wherever possible.
6. Work with minimum supervision from either verbal or written instruction.
7. Ensure that the correct parts and materials used are identified in an efficient manner liaising with component suppliers when necessary.
8. To be conversant with the security implications of police vehicles and equipment.
9. Ensure care and custody of all tools, equipment and materials and to report all defects when found.
10. Update skills for the post by attending appropriate training courses when necessary.
11. Keep up to date with advancements relating to the motor vehicle and police specialist equipment across a diverse mix of vehicles and equipment.
12. Complete documentation on work carried out including job sheets, service sheets, pre-MOT inspection sheets, job cards, daily time sheets and store requisitions etc.
13. To carry out other vehicle maintenance tasks or related support service work as directed by the Senior Vehicle Technician or appropriate management.
14. Support the delivery of apprentice training.

15. Carry out all duties with regard general cleanliness and tidiness and assist in the weekly clean of the vehicle workshop.
16. Prepared to work at an alternative workshop within any location of the force boundaries when necessary.
17. Ensure all work is carried out in a professional manner and to a high standard according to Health and Safety and COSHH obligations with consideration for other employees and vehicle users.
18. Perform duties in such a manner that ensures a high quality of service provision ensuring police vehicles remain in a safe condition and fit for purpose condition.
19. Attend minor breakdowns when necessary.
20. Perform minor repairs at alternative police premises. When necessary, provide additional resource at Lincolnshire Police Headquarters Workshop in Lincoln. Force transport will be provided.
21. Undertake warranty repairs when necessary, saving displaced material for possible return.

OTHER DUTIES:

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general nature of the post.

EQUALITY AND DIVERSITY:

The post holder is required to carry out their duties in a way that supports the Force Diversity strategy.

HEALTH AND SAFETY:

The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

Lincolnshire Police has a duty to promote the welfare of, and safeguard of children and vulnerable adults. The post holder is required to comply with Force Policy and Standard Operating Procedures in respect of safeguarding children and vulnerable adults.

Job description written by: Nigel Coupe

Date: 30th May 2022

Updated:

PERSON SPECIFICATION

Post Title: Vehicle Auto Electrician	Post Number:
Section: Fleet Management	Grade:

This form sets the standard for the person needed for this job, and also will be the basis for shortlisting and for the questions to be asked at interview. The requirements are job-related and described using appropriate words and marked E (Essential) or D (Desirable) as appropriate. There will not necessarily be an entry in every box.

	Requirements	Essential (E) or Desirable (D)	Measurement (see below)
Qualifications/ Training	<ul style="list-style-type: none"> • City and Guilds/NVQ qualifications - motor vehicle mechanical and auto electrical related • Full current driving licence • Served Motor Vehicle Apprenticeship 	(E) (E) (E)	(A,I) (A) (A,I)
Experience	<ul style="list-style-type: none"> • Two-year post qualification experience Motor Vehicle maintenance 	(E)	(A)
Skills	<ul style="list-style-type: none"> • Ability to carry out multi skills of the motor industry including vehicle diagnostics 	(E)	(I)
Knowledge	<ul style="list-style-type: none"> • Mechanical and electrical knowledge of various vehicle manufacturers • Up to date knowledge of health and safety and COSHH requirements within a vehicle workshop environment 	(D) (D)	(A,I) (A,I)
Social Skills	<ul style="list-style-type: none"> • Demonstrates the ability to develop strong working relationships with colleagues at all levels • Able to work on own initiative and unsupervised as well as part of a team. 	(E) (E)	(I) (I)

	Requirements	Essential (E) or Desirable (D)	Measurement (see below)
Motivation/ Commitment	<ul style="list-style-type: none"> • Self-motivated and of the highest integrity. • 	(E)	(I)
Others	<ul style="list-style-type: none"> • Good communication skills both written and oral • Able to prioritise workloads • Flexible attitude to work 	(E) (D) (D)	(I) (I) (I)

<u>Measurement</u>	A. From application form	T. By test after shortlisting	I. Probing at interview	P. Presentation
	R. References		O. Other (please specify)	