

## Service Document Standard Form:

### Role Profile Apprentice Vehicle Technician

Linked documents: Job Evaluation Guidance Note



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#### ROLE DETAILS:

<b>Role Title:</b>	Apprentice Vehicle Technician
<b>Grade:</b>	National Living Wage
<b>Service area:</b>	Finance and Assets
<b>Responsible to:</b>	Workshops Supervisor

#### PURPOSE OF THE ROLE: *Why the role exists and what it has to achieve*

- To service and repair Service vehicles and equipment, as well as other contracted work
- To achieve qualifications in line with apprenticeship

#### DIMENSIONS OF THE ROLE: *The key statistics associated with the role*

**Financial** (direct or non-direct): None

**Staff responsibilities** (direct or non-direct): None

**Any other statistical data:** N/A

#### PRINCIPAL ACCOUNTABILITIES: *What the role is accountable for and required to deliver*

- To assist with repairs, servicing and maintenance of fleet vehicles, equipment and tools
- To ensure work instructions are followed at all times
- To undertake any course of instruction necessary to obtain and maintain the required skill level of the trade
- To keep the workplace clear, clean and tidy and promptly answer requests for assistance when authorised by the Workshop Supervisor
- To be aware of health and safety requirements of the workshops and follow any reasonable safety instructions given

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- To efficiently use time to complete training and daily duties, appropriate use of tools and equipment at college and within fleet workshops
- To work with internal customers in a way that is mutually respectful of each other's skills and needs, based on trust and commitment to the service outcomes
- To operate a variety of effective channels of communications with customers
- To develop the skills to reach an agreed standard in conjunction with the appointed training provider and mentor(s)
- To attend college or training facility for day or block release, conducting yourself professionally and in line with Service policies and procedures
- To undertake such other duties as may be reasonable required on the instruction of the Workshop Supervisor

### DECISION MAKING:

**Make decisions:** There will be an expectation for the post holder to make certain decisions relevant to their technical level in order to resolve Workshop requests, although these resolution outputs will be overseen by the Workshops Supervisor

### CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

**Internal:** Other Workshop staff, Support staff and Operational staff

**External:** Staff and students regarding Apprenticeship training

### PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role
- To demonstrate conduct and behaviours in accordance with the Service policies, values and norms
- To comply with the Services' aims, organisational values and behaviours and their impact on this post
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information
- To ensure all aspects of health and safety are adhered to. Ensuring that all employees,

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visitors, contractors etc. within the area are following statutory requirements and Service policies and procedures

- The Service is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment
- To undertake, with appropriate training, the duties of other roles as required
- To contribute to the development and implementation of relevant policies and procedures
- Attend meetings as required and submit information in appropriate formats as required
- To undertake any other duties which fall within the broad spirit, scope, levels and purpose of this role that may reasonably be required from time to time, at any location required by the Service

### **REQUIREMENTS: Essential Criteria**

*The skills, knowledge, qualifications and training required to perform the role*

#### **Qualifications & Training:**

- A good general level of educational achievement as a minimum GCSE qualifications at C or above / levels 4 -9 or equivalent in Maths and English

#### **Skills:**

- Good customer service skills
- Ability to learn new skills required for the post
- Good verbal communication skills
- Ability to work within a team and to interact with individuals at all levels
- Able to prioritise tasks

#### **Knowledge:**

- Awareness of health and safety procedures

### **ANY ADDITIONAL INFORMATION:** *Information relevant to the role.*

A proactive attitude and a flexible approach to work is essential.

This role profile will be supplemented by annual target-based outcomes, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.