

## Service Document Standard Form:

### Role Profile

Linked documents: Job Evaluation Guidance Note



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#### ROLE DETAILS:

<b>Role Title:</b>	Workshop Technician
<b>Grade:</b>	VT1 – VT6
<b>Service area:</b>	Finance and Assets
<b>Responsible to:</b>	Workshop Manager

#### 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

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

**Financial** – none

**Staff Responsibilities** – none

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

- To service and repair vehicles and equipment in accordance with manufacturers' and Authority schedules
- To road test repaired vehicles as required
- To complete all relevant documentation for vehicle and equipment maintenance records
- To attend relevant training courses as required by the Authority
- Play an active role in the service's business continuity plan and undertake any duties which ensure service delivery

#### DECISION MAKING:

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#### Make decisions:

- roadworthiness/serviceability of vehicles and equipment
- the most appropriate repair or action required
- whether vehicles/equipment need to be taken out of service.

#### Significant say in decisions:

As above.

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

##### Internal:

Frequent contact with operational personnel mainly at station level where communication is required regarding vehicles and work on stations but can have contact with staff at all levels.

##### External:

Some contact from time to time with suppliers and contractors for technical information.

#### 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 staff, visitors, contractors etc. within the area are in compliance with statutory requirements and Service policies and procedures

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- To undertake, with appropriate training, the duties of other roles as required
- To mentor and coach individual members of staff 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:**

- Full driving licence up to and including LGV
- Fully qualified with appropriate certificates in vehicle maintenance

#### **Experience:**

- Servicing a wide variety of light and heavy vehicles
- Welding and associated equipment
- Vehicle and tool hydraulics

#### **Knowledge:**

- Awareness of health and safety procedures

### **REQUIREMENTS: Desirable Criteria**

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

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

- Fork lift truck certificate

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

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.