

## JOB DESCRIPTION

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JOB TITLE: FLEET ENGINEER

DEPARTMENT: Fleet Workshops

REPORTING TO: Workshop Supervisor

LINE MANAGER TO: N/A

DISCLOSURE & BARRING SERVICE LEVEL: N/A

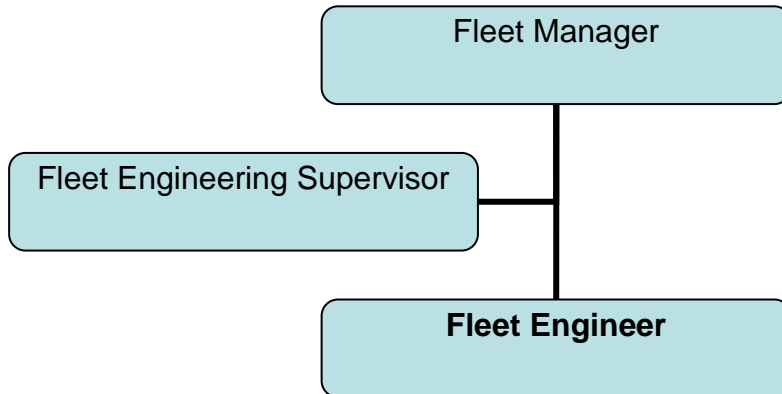
WORK PATTERN: Full time (Rota to cover workshop opening hours)

AGE RELATED DRIVING RESTRICTION: N/A

KEY WORKING RELATIONSHIPS (**INTERNAL/EXTERNAL**):

- **Operational staff**
- **Supervisors**
- **Mangers**
- Representatives within the motor industry

ORGANISATIONAL CHART



## OVERALL PURPOSE/ROLE SUMMARY:

To maintain Trust vehicles and to attend breakdowns. To carry out inspection or maintenance at any required site.

## MAIN DUTIES AND RESPONSIBILITIES:

1. To carry out maintenance and repairs of ambulances and other vehicles, as specified by SCFS Ltd to the standards required by SCFS and the Department of Transport e.g.
  - routine servicing
  - repairs to vehicles
  - installation, removal and servicing of equipment carried by these vehicles, including stretchers and electrical equipment.

This may entail working at sites other than the vehicle workshop.

2. To attend the scenes of breakdowns for repairs or recovery, ensuring safety guidelines are followed.
3. To prepare new vehicles for service and prepare old vehicles for disposal.
4. To maintain the upkeep of records relating to the maintenance and repair of vehicles and equipment (including computerised systems).
5. To have due regard to the health and safety of yourself and others, reporting any hazards or accidents immediately. Ensure correct Health and Safety procedures are followed in workshops, at scene etc.
6. To be aware of and follow security procedures.
7. To ensure a clean and tidy workshop is maintained, and follow set procedures for the disposal of workshop waste.
8. To attend training courses relating to the maintenance and repair of vehicles and equipment.
9. To make decisions on vehicle repairs, in the absence of the Fleet Supervisor
10. To participate in a 24 hour Duty Mechanic standby rota system.
11. To assist in the ordering of replacement parts where required.
12. To fully participate in all income generation, work relevant to the Fleet maintenance operation.
13. To effectively communicate with both colleagues and internal and outside customers in identifying and rectifying problems
14. To ensure that all work is carried out effectively and efficiently, employing the correct degree of urgency.
15. To undertake any other duties as reasonably required.

GENERAL INFORMATION:

**Changes to this job description:**

This is an outline of the job description and may be subject to change according to service needs and developments, which will take place in consultation with the post holder as appropriate.

**Smoking:**

South Central Fleet Service operates a 'No Smoking' policy.

**Equality and Diversity:**

South Central Fleet Service is committed to the fair treatment of all people, regardless of their gender, race, colour, ethnicity, ethnic or national origin, citizenship, religion, disability, mental health needs, age, domestic circumstances, social class, sexuality, beliefs, political allegiance or trades union membership.

**Health and Safety:**

It is the general duty of every employee to take reasonable care for the Health and Safety of themselves and others including the use of necessary safety devices and protective clothing and co-operation with the Trust in meeting its responsibilities under the Health and Safety at Work legislation. The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report, as necessary, any untoward accident, incident or potentially hazardous environment.

It is the companies responsibility to ensure that staff are able to work in a safe and conducive working environment and that responsibilities regarding Health and Safety and staff welfare legislation and best practice are fulfilled throughout their area of responsibility, this will also include undertaking Risk Assessments as and when required.

**Confidentiality:**

The post holder must ensure that personal information for patients, members of staff and all other individuals is kept secure and confidential at all times in compliance with the Data Protection Legislation.

**Development:**

The post holder will be required to participate in relevant development activities and development reviews.

**The job description is not exhaustive and is subject to review in the light of the changing needs of the organisation. Any review of this job description will be undertaken in consultation with the post holder**

Name of post holder .....(please use capitals)

Signature of post holder ..... Date .....