



AVON
FIRE & RESCUE

JOB DESCRIPTION

JOB TITLE: Auto Electrician	DIRECTORATE: Operational Response Technical Services – Workshops Unit
POST NO: 6639	GRADE: H9 (+ market supplement)

1. JOB PURPOSE

- 1.1 To provide a range of electrical technical services, expertise and skills to ensure the efficient operation of our vehicle fleet, equipment and plant, and those of other clients served by the Workshops Unit.

2. BACKGROUND

- 2.1. Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire, with fire stations and office locations in each. Avon Fire Authority consists of members from the four authorities. AF&RS's headquarters is based in Portishead, near Bristol, with area offices in Bath, Weston-super-Mare, Yate and Lansdown.
- 2.2. The Workshops Unit is situated at Nova Way, Avonmouth and is responsible for providing specialist support to AF&RS to enable it to achieve its corporate objectives, targets and Service requirements.

3. DUTIES AND RESPONSIBILITIES

- 3.1 Carry out electrical fault diagnostics, maintenance and repair, as necessary, on all firefighting vehicles, cars, vans, pick-ups, equipment, plant and other ancillary vehicles (including electric powered vehicles & hybrids) in accordance with published programmes, to ensure legal requirements are met, and nationally or locally agreed standards are maintained.
- 3.2 To undertake fitment of all emergency equipment to appliances, cars, vans, plant and private cars as necessary. This will include the design and wiring of circuits and systems that are required in the connection with the Service's operations.
- 3.3 To operate and diagnose electrical faults using the Service's MANCATS & Texa diagnostic computer systems, including installing new programme updates from the manufacturers.
- 3.4 Ensure work is carried out safely and completed in accordance with the requirements laid out in the Workshops Standard Operating Procedures (SOPs) and to a quality standard required by management, whether in our workshops, on our manned and unmanned stations, or from mobile units.
- 3.5 Responsible for maintaining relevant records and job cards for all vehicles, plant and

equipment, particularly noting future potential repair requirements. Keep appropriate records of tests and all work undertaken. To undertake PAT testing programmes as part of the servicing and inspection routines for the fleet (including ad-hoc checks) and operational equipment. To ensure our statutory obligations are fully met to comply with health & safety requirements.

- 3.6 Carry out pre-delivery inspections of vehicles and plant as necessary, before making available for operational use.
- 3.7 Deliver and collect vehicles to and from manufacturers within the UK when required. Assist the manufacturer in undertaking repairs as necessary, on site, at our Workshops, or at the manufacturer's premises.
- 3.8 In conjunction with line manager, provide a training provision and refreshers for other members of staff, as part of the Service's up-skilling practice provisions.
- 3.9 Be aware of and observe standard procedures at all times when working at a manned or unmanned station. Notify the Officer in Charge (OiC) on manned stations, or Service Control on unmanned Stations, upon arrival and departure. If it is necessary to take a vehicle 'off the run', you must notify the OiC and/or Service Control and wait for permission before carrying out any repairs. You must also report back to the OiC and/or Service Control as soon as the repairs are complete and the vehicle is available for operational use.
- 3.10 Ensure that the Storekeeper & Administrator (Transport) is advised of all stock items used in their absence, from both the main store and the mobile workshops, to enable stock levels to be monitored and replacements arranged when appropriate.
- 3.11 To inform the Workshop Management Team and the Storekeeper of parts or items required in good time for undertaking new fitments or repairs, ensuring accurate details are given to avoid unnecessary delays.
- 3.12 Make sure that the Workshops and mobile workshops are kept clean and safe at all times, with safe means of entry and emergency exit. Adhere to laid down Health and Safety requirements and report potential hazards to the Workshops Supervisors/Health & Safety Representative.
- 3.13 When at work, ensure the security of the Workshops, workshop vans and other vehicles at the start and finish of the day, and of Service buildings and vehicles at other unstaffed locations upon arrival and departure, as necessary.
- 3.14 Work as part of a Workshops team, supporting colleagues as necessary, to ensure continuity of service and to meet customer needs and deadlines.
- 3.15 Carry out such other duties as may reasonably be required in relation to a post of this nature.

General

- 3.16 Ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.

- 3.17 Ensure that, both in your dealings with employees and members of the public, you adhere to the principles and standards outlined in the Equality and Fairness Policy.
- 3.18 Ensure that you perform all duties in accordance with the principles and requirements of the General Data Protection Regulations (GDPR).

4. SUPERVISION AND WORK PLANNING

- 4.1 You will receive general supervision, support and job allocations from the Workshop Management Team; however you are expected to work without direct supervision given the technical position held, and when working away from the Workshops.
- 4.2 You will need to use initiative to ensure tasks are completed on time and to the required standard, in accordance with customer requirements. Occasionally you may need to work closely with relevant manufacturers or their agents to resolve maintenance and repair problems.
- 4.3 You will be required to undertake training and supervision of the workshop apprentices as appropriate, as part of the Service's up-skilling practices.

5. QUALIFICATIONS AND EXPERIENCE

Essential:

- A wide range of experience of vehicle electrical circuits, including system wiring, electronics, air conditioning, camera systems, alarms and immobilisers, phones, navigation devices, specialist radios for emergency services' use and database systems.
- Wide range of knowledge and experience of working on different chassis manufacturers' vehicles, including undertaking a wide range of repairs.
- Qualifications from attendance at manufacturers' training courses
- Qualifications Level 2 and 3 Diploma In Automotive Electrical and Mobile Electrical Competence (4270-62-/63).
- Qualifications from attendance at in-house or other training courses, equivalent to City & Guilds I, II and III or NVQ levels 1, 2, and 3 or equivalent (LV of HGV repair and maintenance)
- Experience in mains (110/230 volt) electrical systems.
- Experience in PAT testing systems and certifications, or willing to qualify.
- Experience in working on the following: diesel, petrol, LPG vehicles, Electric powered vehicles, engineering plant, boats and water craft.
- Experience in working on hydraulic/electronic systems for specialist applications.
- Minimum driving licence for categories B.
- Able to work consistently to a high standard of workmanship.
- Able to work as part of an integrated team, and display a conscientious and trustworthy approach to meet the Fire Authority's standards at all times.

Advantageous:

- Experience of working on emergency vehicles, especially specialist wiring and circuitry.
- Driving licence for category C, C+E.

6. SCOPE FOR IMPACT

- 6.1 High standards of maintenance and serviceability of our vehicles, plant and equipment helps ensure operational readiness and effectiveness, enabling the Service to achieve its service delivery objectives, targets and statutory performance requirements.
- 6.2 Repairing and maintaining vehicles and plant for other clients, on time and to the required standard, helps reduce costs and improve the viability and efficiency of the Workshops Unit.

7. WORK CONTEXT

- 7.1 The maintenance and repair of appliances and other specialist vehicles involves working on complex hydraulic systems and water pump pressure systems, compressors, load sensors, communication systems, 12v, 24v and 240v electrical systems.
- 7.2 Most vehicles have been designed to meet the needs of AF&RS; consequently there are no detailed Workshop manuals other than for the chassis, engine and transmission. Expertise is acquired on the job, through attending specialist training courses by various manufacturers, and the application of basic technical and fault-finding skills.
- 7.3 The Service's and other clients' appliances, plant and auxiliary vehicles require a wide range of technical skills covering hydraulic platforms (RHP's); aerial appliances; Telma Retardation Systems; World Series Intarders; railway guidance systems on road-rail vehicles; Masti lighting systems; fork lift or other lifting vehicles or plant; generators and compressors; security locking systems and trailers. In addition, technical skills are required for the servicing of PPV fans; collecting heads; breachings; standpipes; portable pumps and generators.

8. Contacts

- 8.1 You will have contact with uniformed staff at Service HQ and other stations, both verbally and written, and with Service Control staff when at unmanned stations. You will also need to communicate with other clients as necessary, as well as with manufacturers or their agents. You will be expected to be courteous and convey a positive image of the Workshops Unit and our Service at all times.

9. Special notes/conditions

- 9.1 The standard working hours are 37 hours over 5 days a week (Monday-Friday). In exceptional circumstances, and under the authority/control of the Workshop Management Team, you may be required to work overtime, in order to complete a job to meet operational requirements, for which appropriate overtime payments will be made. Shift and attendance arrangements are subject to periodic review.
- 9.2 The duties may also when necessary involve undertaking an emergency standby and call-out facility for which appropriate payments will be made.
- 9.3 When working alone at unmanned stations or other unmanned sites, you are required to comply with the Lone Working Policy and related health and safety requirements.
- 9.4 You will be expected to maintain your competencies, including attending any training courses identified as relevant to successfully carrying out the duties of this post. To

ensure you are suitably trained and competent and meet industry standards, AF&RS will arrange for you to undergo a periodic assessment by an accredited tester.

- 9.5 Although based at a specific location, for efficiency we may require you to work from any base within the Service area. This may involve single days, short-term secondments or long term/more permanent periods, for which we will pay allowances where appropriate.
- 9.6 You are required to wear clothing suitable to the type of work you are undertaking, which may include AF&RS branded, corporate clothing and protective clothing as deemed appropriate by your line manager.

<i>For use by Human Resources only:</i> Date approved: January 2021 Date updated: January 2021	<i>To be signed by postholder:</i> Received: Date:
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