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| JOB TITLE: | HGV Vehicle Fitter |
| SALARY GRADE: | Craft 2 |
| DIRECTORATE: | Operational Preparedness |
| TEAM: | Technical Support: Workshops |
| LOCATION OF WORK: | Workshops, Vesty Road, Bootle |
| HOURS OF WORK: | 35 hours per week. The post holder will assist in an out of hours call out scheme. |
| DIRECTLY RESPONSIBLE TO: | Transport Manager |
| LEADERSHIP BEHAVIOUR LEVEL: | Leading Yourself |

MAIN JOB PURPOSE

The repair, inspection, servicing and modification of Fire Service and partners vehicles and equipment.

KEY AREAS OF RESPONSIBILITY

1. To carry out repair, inspection, servicing and modification tasks as detailed by the Charge Hand, Co-ordinator, Workshop Manager or Transport Manager.
2. The collection and delivery of fire vehicles or ancillary equipment, including the collection and delivery of spare parts.
3. To be responsible for all documentation connected with the post (job card completion etc.).
4. To bring to the attention of management any defects that would or could cause damage to the equipment or that may result in or have the potential to cause accidents.
5. To maintain a clean and tidy work area and ensure that general workshop housekeeping is adhered to.
6. To assist management, as required, by moving over to other sections, to assist in minor repairs, servicing, inspection or modification of other Fire Service and partner's equipment.
7. To participate in the 24/7 hour call out system and to be available for overtime when required.
8. To undertake any other duties deemed suitable by the Authority commensurate with the grade.

The working arrangements are: Monday – Thursday, 8.00am – 4.15pm / Friday – 8.00am – 1.00pm.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

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| Personal Impact | I demonstrate Service values and behaviours. | I value inclusion and set a positive example to others. | I reflect on my own strengths and see the strengths of others (using colours). |
| Outstanding Leadership | I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same. | I take responsibility and accountability for the quality of my own work. | I role model proactively, learning new skills and behaviours. |
| Service Delivery | I find out about my local community risks & associated behaviours to ensure we are offering the best service. | I plan ahead and prioritise my work, managing my time effectively to get things done. | I work to foster trust with others & build constructive working relationships to achieve goals. |
| Org. Effectiveness | I know what the key organisational goals are and how I contribute. | I work within the organisation's policies, procedures and processes. | I continuously seek to improve my performance & share my ideas. |

Date job profile prepared / revised:

May 2025

PERSON SPECIFICATION



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|---------------|--------------------|--------------|------------------------------|
| Job Title: | HGV Vehicle Fitter | Team: | Technical Support: Workshops |
| Salary Grade: | Craft 2 | Directorate: | Operational Preparedness |

| QUALIFICATIONS & TRAINING | | ESSENTIAL/DESIRABLE | ASSESSED BY |
|--|--|---------------------|--------------|
| Fully qualified vehicle fitter, City and Guilds or NVQ level 3 | | E | P D |
| Minimum apprentice training | | E | A & I P D |
| Good standard of basic education | | E | A & I |
| BTEC Vehicle Technicians certificate [or equivalent] | | D | P D |
| DVSA MOT Tester | | D | P D |
| KNOWLEDGE & EXPERIENCE | | ESSENTIAL/DESIRABLE | ASSESSED BY |
| Knowledge of basic Health and Safety in the workshop | | E | A & I |
| Knowledge of Engine management systems | | E | A & I |
| Knowledge of PTO, hydraulic and pneumatic systems | | E | A & I |
| Relevant experience of working in a HGV vehicle transport workshop - minimum 3 years | | E | A & I |
| Knowledge of Intellitec and Canbus electrics | | D | A & I |
| SKILLS & ABILITIES | | ESSENTIAL/DESIRABLE | ASSESSED BY |
| HGV vehicle inspection to DVSA standard | | E | A & I |
| Basic vehicle electrics and diagnostics | | E | A & I |
| Basic IT Skills | | E | A & I |
| WORK RELATED CIRCUMSTANCES | | ESSENTIAL/DESIRABLE | ASSESSED BY |
| Hold a UK manual driving license | | E | P D |
| Own comprehensive tool kit | | E | A & I |
| Standard Disclosure Barring Service check (verification of unspent criminal records will be undertaken in the form of a standard disclosure barring service check) | | E | MFRS |
| A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve | | E | A & I |
| Meet the medical and fitness standard required for the role | | E | MFRS |
| LGV License | | D | P D |

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|---|-------------|---|-----------|----|-----------------------|------|--|
| A | Application | I | Interview | PD | Produce Documentation | MFRS | If successful & conditionally offered the role, MFRS will complete |
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