

Job Description

Job Title:	MOT Tester
Post No:	
Grade:	F
Division:	Operations - Fleet Services
Location:	Central Depot Fleet Workshops – Cheltenham
Responsible to:	Area Workshop Supervisor
Responsible for:	MOT testing

Part A: Job purpose

To conduct MOT inspections, issue MOT documentation, ensure security of MOT certification process and implement the MOT scheme in compliance with ministry and company requirements.

The post holder will support the Area Workshop Supervisor in terms of the areas of activity listed within Part C.

Part B: Key result areas

1. Own personal management and development

- a) Be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- b) Ensure that Ubico's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- c) Participate in Ubico's agreed performance appraisal system.

2. Responsible for all physical resources and budgets allocated to the unit

- a) No budget responsibility;
- b) Ensure all resources (including IT hardware and software) are used safely, legally and efficiently.
- c) To comply with standing orders, financial regulations and all other Ubico policies and systems for ensuring financial probity;

3. Professional / technical

- a) Maintain personal professional/technical competence within the service area in part C;

4. Other responsibilities

- a) To ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.
- b) To comply with all aspects of the Ubico's health and safety policy and in relation to fleet maintenance and repair
- c) To carry out any other duties that may be required commensurate with the general level of responsibility for the post.

Part C - Specific service areas

- To conduct Class IV – Vehicle Inspections in accordance with the Vehicle Inspectorates laid down procedures.
- To complete all documentation in relation to conducting Class IV – Vehicle Inspections and produce returns as required by the Inspectorate. Support the Fleet Maintenance Manager in all aspects of VI testing authority.
- Identify worn and faulty components needs in accordance with the company standards and personal competencies.
- Inform customers of the required and advisory work and reasons.
- Remove and refit components
- Maintain supplies of Ministry documentation.
- Routinely inspect tools and equipment and assess serviceability to undertake MOT tests.
- Contribute to good housekeeping routines.
- Place goods and materials in to storage and participate in stock routines as directed.
- Understand and adhere to the company's policies and procedures