

SOUTH WALES FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Department	Fleet & Engineering Services Department
Post	Apprentice Body / Paint Technician
Post No	NU279
Grade	Apprentice
Location	South Wales Fire & Rescue Service Headquarters
Responsible to	Head of Fleet and Engineering

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To train, over a four year Apprenticeship period in the repair, modification and refurbishment of vehicle body systems.

The post holder will be expected to achieve the Foundation Apprenticeship in Vehicle Body Repair Level 2 qualification alongside their day to day work followed by the Apprenticeship in Vehicle Body Repair Level 3.

DUTIES AND RESPONSIBILITIES

1. To repair and maintain vehicle body systems.
2. To work as a multi skilled trainee body technician developing skills including spray and hand painting, welding repairs via multi processes, fabrication, repair, modification, refurbishment and maintenance.
3. To successfully complete the Foundation Apprenticeship in Vehicle Body Repair Level 2 alongside their work duties followed by the Apprenticeship in Vehicle Body Repair Level 3.
4. To collect and deliver vehicles, plant and equipment for repair and maintenance and to meet operational requirements within or outside the South Wales Fire & Rescue Service area upon receipt of an appropriate driver's licence.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values and need to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

Please Note:

Candidates who wish to be considered cannot already hold a higher or conflicting qualification in the same subject area or be undertaking any other government funded qualification.

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PERSON SPECIFICATION

DEPARTMENT	Fleet & Engineering Services Department
POST TITLE	Apprentice Body/Paint Technician
POST NO	NU279
GRADE	Apprentice
LOCATION	South Wales Fire and Rescue Service Headquarters

Essential criteria marked in **bold with an asterisk*** will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the '*Experience and Other Information*' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	GCSE Grade C or Above in English and Mathematics OR Essential Skills Level 2 in Communication and Application of Number*	Essential*	Application*
Knowledge/ Experience	The ability to demonstrate basic mechanical skills*	Essential*	Application*/ Selection
	Driving Licence Cat B (Car) or willingness to train for Cat B Licence*	Essential*	Application*
	Ability to speak or willingness to learn Welsh	Desirable	Application
Personal Style	An understanding and respect for others*	Essential*	Application*/ Selection
Intrapersonal	Commitment and ability to develop self*	Essential	Application*/ Selection
	Ability to communicate effectively to a range of different audiences	Essential	Selection
	Ability to work effectively with others both within the Fire & Rescue Service and in the Community	Essential	Selection
Task	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards*	Essential*	Application*/ Selection

	Ability to understand, recall, apply and adapt relevant information in an organized, safe, systematic way	Essential	Selection
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There will be frequent travel between sites throughout the South Wales area and the post holder needs to be able to travel independently.

The role involves some weekend work/working outside of office hours.

The post holder will be expected to achieve the Foundation Apprenticeship in Vehicle Body Repair Level 2 qualification alongside their day to day work followed by the Apprenticeship in Vehicle Body Repair Level 3.

Candidates who wish to be considered cannot already hold a higher or conflicting qualification in the same subject area or be undertaking any other government funded qualification.

Please note that where a candidate has yet to receive their GCSE results, they will be asked to produce projected grades.

The successful candidate will be required to undertake a Drug and Alcohol Test prior to an appointment being made.

This document is available in both English and Welsh and we welcome communication in both of these languages.

