

Role Profile

Role title	Vehicle/Plant Technician
Business Division	Fleet Engineering
Grade	COR9
Reports to (role title)	Workshop Manager
Version	1
Job code	TECT244

Approving Manager	Simon Smith
Approving Business Divisional Head	Bruce Robb
Approving Director	Ian Bounsall
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Role purpose

The maintenance and repair of the customers and CORMAC's fleet of vehicles, plant and associated specialist machinery. To undertake diagnostics and fault finding, servicing, statutory calibrations, maintenance and repair work on vehicles and plant items and their associated specialised body equipment and fitments. Working within the Fleet Engineering Workshop, on site, at depots or customer locations the post holder will provide a skilled technical service and customer liaison across a range of vehicles and machinery.

Dimensions

Annual financial accountability

Although not directly accountable for any finances, there is a significant accountability when considering the value of some of the vehicles and plant technicians are expected to service and maintain. For example Volvo lorry combinations @ £131k, Sweepers @ £123k, Whale tankers @ £133k, Pavers @ £186k, quarry loaders @£120k and a lot of other items in excess of £50k.

There is also a financial accountability and expectancy to control spend when ordering parts and to recognise where costs can be claimed as warranty or damage, also expectation to advise and control spend on equipment near end of life and to identify and advise accordingly.

Direct accountability for the following roles

Assigned Apprentice/Trainees

Total number of employees that report to the role (directly and indirectly)

1-2

Other key statistics

CORMAC is a wholly owned Cornwall Council company that has successfully been trading in the open market for a number of years. With a turnover of approximately £133m pa and employing some 1300 fulltime staff we are considered to be a major employer in Cornwall.

CORMAC Solutions Limited working with Cornwall Council are responsible for :-
 7297km of road network
 Structures – 1500 bridges and 1200 retaining walls
 Turnover of £133m
 £50m value of the Term Contract
 50+ Sub-contractors managed
 Depots – 3 major, 10 satellite, 150 chipping bays
 120 Schools and Fire Stations served (cleaning, catering, landscaping and grounds maintenance)
 80% recycling and composting rate.
 6 Aggregate recycling bank locations

4300km of footpaths and bridleways
200km multi use trails
350km of coastal footpath
6% of the County open to public access.

CORMAC Solutions Ltd and the CORMAC Group is one of the most highly regarded, trusted and well-known companies in the South West.

CORMAC is committed to contributing to sustainable economic growth, resilience and safer communities in Cornwall.

Context

CORMAC Solutions Ltd is one of the most highly regarded, trusted and well-known companies in the South West. CORMAC is committed to contributing to sustainable economic growth, resilience and safer communities in Cornwall. We are a wholly owned Cornwall Council company that has successfully been trading in the open market for a number of years. With a turnover of approximately £100m pa and employing some 1600 fulltime staff, we are considered to be a major employer in Cornwall.

CORMAC provides highway and environmental design and maintenance services, construction of major highway schemes, surfacing and facilities management services including property maintenance, cleaning and caretaking services. CORMAC also provides fleet management and maintenance, quarried stone and aggregates and laboratory services. We deliver these services to Cornwall Council, other public bodies and a portfolio of private clients including major civil engineering contractors and consulting engineers. CORMAC is committed to safeguarding and is an equal opportunities employer.

CORMAC Fleet management and engineering services are a key part of the internal supply chain providing fleet management and maintenance with a 24/7, 365 days a year breakdown cover throughout the businesses services and operational areas. The Vehicle and Plant Technician plays a vital role in the front line response to CORMAC's operations, ensuring reliable, safe and serviceable vehicles, plant and machinery.

Vehicle and plant availability is crucial to the service delivery capability of a large majority of CORMAC and external customer front line services. Down time and non-availability results in having a significant negative impact both financially and to mandatory expectations and services provided by users.

Accountabilities

- To undertake a comprehensive range of diagnostics and fault finding, servicing, statutory calibrations, maintenance and repair work on vehicle and plant items and their associated specialised body equipment and fitments.
- To carry out specialist repairs to vehicles and plant (depending upon skills base) e.g. specialist diagnostics, coachwork and specialist fitments maintenance.
- To be responsible for and ensure that all vehicles and equipment worked upon are roadworthy (legal), task-worthy, fit for use and in a safe condition when leaving the post holders control.
- To ensure that all required documentation is completed in accordance with specified internal, customer and statutory policies and procedures.
- To liaise with customers both internal and external to explain maintenance and repair work and workloads, and to prioritise to meet ever changing targets in line with customer needs.
- To prepare draft estimates and quotes for work as and when required.
- To advise with modifications and designs to vehicle and/or plant applications in line with CORMAC and/or regulatory requirements for customers both internal and external.
- To share and pass on technical specialist information and knowledge to peers and apprentices in relevant disciplines.
- To consult direct with specialists and suppliers reference effecting satisfactory diagnostics and repairs on vehicles, plant or their associated body fitments.
- To carry out service, maintenance and repair work on customers' premises and on site (incl. construction and landfill sites).
- To carry out 'O' Licence inspections on HGV vehicles and prepare them for Ministry tests
- To carry out MOT tests on behalf of the CORMAC MOT test station
- To participate in an 'Out of Hours' standby response rota if and when required to do so.
- To ensure that all works undertaken are carried out in accordance with CORMAC's Health & Safety Policy and Fleet Engineering Workshops Safe Working and Quality Assurance procedures.
- To be responsible for and ensure that equipment used within the Workshop is calibrated and maintained in a safe condition.
- To undertake technical training to maintain skills level in accordance with, and as required by, CORMAC and statutory and regulatory bodies.
- To be aware of and adhere to applicable rules, regulations legislation and procedures e.g. CORMAC's (Equal Opportunities Policy/Code of Conduct), national legislation (Health and Safety, Data Protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the business.

Key objectives for the next 12 months

- To manage own performance in order to deliver the required level of service by devoting the appropriate allocation of time to task to achieve targets.
- To be safety aware of hazards, to reduce risk and maintain a safe working environment for self and others in all working areas.
- To maintain a high quality level of work to ensure all vehicles and plant leaving the

workshop are both roadworthy and task worthy and in safe condition for users and public.

- To deliver a service within the normal working week and out of hours to support CORMAC and our customers businesses.
- To ensure own technical knowledge is kept up to date with developments within the industry and an ever changing customer fleet profile.

Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed.

Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

Behavioural Competencies	Recruitment and selection
<p>Making Safety First This is about ensuring safety is at the forefront of everything we do and embedded throughout the business, enabling CORMAC to be recognised as a proactive leader in risk management and contributing to our aspiration of Zero Harm for everyone involved with, or affected by our work activities</p> <ul style="list-style-type: none"> • Ensure clarity of instruction and briefing of required safe standards for every job • Lead from the front in demonstrating safe working practices and never 'walking-by' • Supports team, ensuring all work equipment and PPE is available before work commences • Being open to alternative suggestions on safe working and encourages open communication with team and management 	Interview
<p>Working Together towards a Successful Business This is about contributing to good working relationships and team effectiveness, so that the collective performance is greater than the sum of each individual's effort, whilst recognising the contribution each team makes to CORMAC's business objectives. This is seen by:</p> <ul style="list-style-type: none"> • Putting own priorities to one side if necessary to support the greater need of the team • Challenging decisions where they crucially affect the interests of the team or business • Making suggestions for improving own or others' work • Raising difficult issues with colleagues to improve relationships or address misunderstandings 	Interview
<p>Leading the Business and Managing Change This is about contributing to the business and inspiring others to learn and develop whilst accepting challenges, especially in times of change. This is seen by:</p> <ul style="list-style-type: none"> • Encouraging and supporting individuals, even when results could have been better 	Interview

<ul style="list-style-type: none"> • Giving individuals ownership of their work rather than controlling everything • Willingly accepting responsibility for challenging goals and targets • Promoting effective working during change by coaching and encouraging experimentation 	
<p>Satisfying our Customers and Engaging with our Community This is about contributing to good customer (including client) relationships and working with and engaging our partners and communities to support local aspirations. This is seen by:</p>	

- Asking questions of and listening to customers to gain a deeper understanding of their needs
- Trying to resolve problems or complaints
- Proposing solutions for customers which are mutually favourable
- Successfully persuading colleagues and/or customers of the benefits of doing the right thing
- Adopting a flexible approach to break times and going home with the expectation to work on and complete the job in hand and to get the vehicle or plant item back into service asap at the detriment of your basic working times (where reasonable)

Interview

<p>Sustaining and Innovation our Business This is about contributing to the ongoing success and development of CORMAC’s business, by growing and innovating for long term sustainability. This is seen by:</p> <ul style="list-style-type: none"> • Delivering priorities without compromising long term objectives • Considering the impact of social, environmental, economic, political and technical factors in decision making • Actively looking for and initiating efficiencies and achieves savings • Innovating and developing new ways of delivering solutions 	Interview
An understanding of and experience with relevant industry documentation	Interview
Previous experience of construction plant maintenance/repair	Application Form
Previous experience of LGV body applications	Application Form
Has knowledge of COSHH & Health & Safety at Work Act, is aware of and has previous experience of working within acknowledged safety legislation	Interview
Qualified/certified MOT Tester and “O” Licence inspector or	Application Form

demonstrates a clear ability and willingness to achieve.	Interview
Demonstrable ability to communicate well verbally and in writing, has organisational skills and demonstrates the ability to prioritise work, work under pressure to meet deadlines as part of a team and on own initiative.	Application Form Interview

Knowledge, skills and experience	Recruitment and selection
Good standard of general education (e.g. GCSE A+ to C level) including English and Maths and City & Guilds (level 3 or greater) or NVQ 3 equivalent in a relevant discipline i.e. Light Motor Vehicle technology, LGV/PSV Motor Vehicle technology, Plant Training within construction plant or similar technology.	Application Form
Previous experience as skilled mechanic or working in a vehicle or plant repair Workshop or in an equivalent trade environment.	Application Form
Demonstrates a good knowledge and understanding of administrative procedures, record keeping and maintaining an audit trail.	Application Form Interview
Proactive approach to change and strong commitment to continuous improvement	Interview
Competent at maintaining security and confidentiality and can demonstrate an understanding of the principles and practice of data protection.	Application Form Interview
Other requirements	Recruitment and selection
The normal duties may involve occasionally working outside the core hours. It is a condition of employment that you exercise satisfactory flexibility in order to fulfil the objectives of the role.	Application Form
Applicant to possess a Full Driving Licence and a full basic tool kit.	Application Form
The normal duties of the role involves travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory mobility in order to fulfil the obligations of the role.	Application Form
This role has been identified by the organisation as safety critical	YES
This post is subject to overtime (where approved/appropriate)	YES
This post is subject to the Company's Flexitime Scheme	NO
This post is subject to a criminal records disclosure check	NO

demonstrates a clear ability and willingness to achieve.	Interview
Demonstrable ability to communicate well verbally and in writing, has organisational skills and demonstrates the ability to prioritise work, work under pressure to meet deadlines as part of a team and on own initiative.	Application Form Interview
This is a politically restricted post	NO