

Glasgow City Council

Role Profile Description

Date	June 2006
Family	Physical & Environmental Services
Role profile Level Number	3b
Reporting line (general)	Local supervisor
Purpose	
To operate specialised plant or equipment to build, maintain or repair Council facilities.	
Work area statement	
Action	End Result
Work planning	
Plan and organise work, and co-ordinate with other team members.	- Allocated work completed on time, to standards and quantity - Work sequenced to fit in with others
Instruct and guide colleagues in the distribution and conduct of work in the team.	- Work of the team is given fairly to team members - The team's tasks complete to standards and quantity
Work - maintain / build	
Build or maintain / repair facilities as instructed operating specialised plant and equipment.	- Standards met (accuracy, quality, quantity) - Safe operation
Work - transport	
Transport people and/or goods and materials to/from work location.	People and/or goods & materials safely arrive, on time, at correct location
Work – Preparation	
Assess, prepare and make working area and required materials available, secure and safe for workforce and public.	- Work can be done in safety - Damage to area / amenity avoided - Minimal interference of public amenity / traffic - Open / lock up facility & leave secure
Materials	
Obtain and apply materials and/or horticultural products to the facility for new build or maintenance.	- Correct dosage / coverage - Plant growth; disease & pests controlled
Plant & equipment	
Carry out routine checks and maintenance of plant and equipment and keep properly adjusted for the task in hand.	- Plant in good order and correctly adjusted for task - Breakdowns, problems referred promptly
Records	
Maintain records as required.	- Accurate and complete record of work, time, material use etc as GCC procedure - Records retained in format required and proper location
Service delivery	
Investigate and resolve problems and incidents encountered in work situations within generally accepted guidelines.	- GCC aware of situation - Corrective action initiated
Health & Safety	
Understand and apply H&S practices and procedures.	- Safe working for self and colleagues - Safe use, storage and disposal of materials - Adherence to relevant regulations

Nature of contacts and relationship (who and the nature of the communications)		
Contact with public during work, may be asked questions, respond to queries. Report back facts to supervision. Information exchange & seeking / giving help to team members; explain work methods .		
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)		
External in all weathers.		
Procedural Context (creativity, discretion, impact)		
Daily / weekly work schedule, operating standards.		
Key facts and figure ranges (include likely size of any team managed)		
May work at several locations. Will provide basic instruction and guidance to other team members as appropriate.		
Skills, knowledge and qualifications		
Formal qualifications required. Essential and generally preferred		
Applicable driving licence, Class B.		
Appropriate qualification typically gained over 6 -10 weeks formal training.		
Work knowledge		
Specialised practical skill / area of expertise – landscaping, construction, surfacing; use of special materials e.g. pesticides & herbicides needing PA1/PA6, blacktop.		
Work skills and equipment operated		
Complex equipment requiring high level of maintenance to manufacturer's specification and constant working adjustment to maintain accuracy and performance.		
Key Competency Requirement		
	Competency	Level
1	Personal Effectiveness - Self-development	2
2	Providing Excellent Customer Service - Customer orientation	1
3	Providing Excellent Customer Service - Collaboration	1
4	Managing Change - Attitude	1
5	Delivering Results - Motivation	1
6		
7		
8		