JOB DESCRIPTION

Job Title: Workshop Labourer		**Ref No:**	**JE Ref:** G839
Department: Communities	**Band:** 5	**Location:** Dumfries and Galloway	
Responsible To:	Workshop Foreperson		
Responsible For:	N/A		
Job Purpose:	To support the Vehicle and Plant Workshops to deliver an uncompromised level of service to the departments within the Council, maintaining engineering hygiene within the workshop to support the productivity levels of the Technicians. Collection and delivery of vehicles to ensure workflow between the workshops and reduce vehicle down time to ensure departments can deliver front line services. Valeting of vehicles through scheduled maintenance, biannual condition inspections, return inspections or a deep clean, to ensure vehicles are sanitised to prevent the spread of an infection.		
Main Responsibilities:	• Maintain and ensure workshop cleanliness. • Maintain valeting schedule. • Ensure stores and parts delivery. • Collection and delivery of internal and external fleet.		
Job Activities:	• To maintain engineering hygiene within the Workshop • To ensure that the Fleet is in a clean condition. • To maintain vehicle packs whilst vehicles are being valeted. • To collect and deliver vehicles as instructed by management. • To collect and deliver stores/spare parts to ensure vehicle down time is minimised. • To carry out basic building and grounds maintenance duties. • Contribute to the development of a positive culture across the Service, ensuring that the Council's values are promoted. • Represent the Service at meetings, working groups, and other events as required. • To attend training courses as and when required to. • To undertake any other duties as the Workshop Foreman or Service may require. These responsibilities are not exhaustive and may be added to or amended consistent with the job purpose.		

Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Gordon Bryce	**Date:** April 2021

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