FALKIRK COUNCIL

make it happen
council of the future

Job Profile

Job Title:	Semi-Skilled Labourer/driver
Reporting to:	Workshop Controller
Responsible for Line Management of:	N/A
Your Job is to:	Ensure that the fleet depot and workshop are kept clean and tidy. Assisting the workshop mechanics, carrying out vehicle repairs & transporting vehicles for maintenance. Cleaning/preparing vehicles for maintenance and testing.
Grade:	D

What you will do :

Job Specific Tasks

1. To keep and maintain the workshop floor areas in a clean and tidy condition, to make sure safety barriers are over pit/across workshop doors to improve workshop safety, empty bins to prevent vermin, move obstructions from floor to prevent harm (heavy pieces of equipment) and maintain health and safety in the workshop, empty oil drainers all to keep in line with HSE legislation.
2. Wash & prepare vehicles for inspection/repair and MOT presentation in all weathers.
3. Required to carry out a supporting function to mechanics, e.g. lifting gearbox into vehicle, help fit heavy wheels, bring trailers into garage with forklift, load and unload vehicles for LGV mot/loaded brake test, to assist with 8 weekly inspections steering checks, light checks, brake checks, grease inside refuse vehicles, clean inside hopper.
4. To ensure the vehicles are parked in designated areas, walkways are clear from obstruction, the yard is kept free from debris, the gates are open in morning, locked at night, in winter paths & yard are gritted, drains are cleaned, all containers are locked at night, electric vehicle chargers are kept tidy and caps are on chargers to prevent moisture inside cables.
5. Complete driver waiting repair jobs as instructed by the workshop controllers e.g. oil top up, bulbs, coolant top up, jumpstart vehicles LGV and light vehicles, to carry out brake tests on LGVs, tacho downloads, antifreeze checks, re-toque wheels, attend breakdowns for minor repairs, take vehicles to and from DVSA mot test centres.
6. Undertake odd jobs in depot when required, painting floor, mark designated bays in workshop, brake test machine, water checks (legionella).

7. Utilisation of digital technology to ensure vehicle & workshop records maintained. Recording timeously and accurately the time spent on each job on electronic job cards.
8. Delivery and collection of vehicles from/to suppliers/departments.
9. Any other duties commensurate with the grade and be prepared to undertake appropriate training to enhance skills set.
10. To take reasonable care for their own health and safety and that of others whilst at work. To co-operate with Managers and the Council in order to comply with safety regulations and the Corporate and Service Health and Safety Policy. Complete work in accordance with DVSA guidelines in line with the councils Operator Licence requirements.

Job Demands

1. You will be depot based with travel between locations.
2. You will be required to plan and organise your own workload.
3. You will be expected to communicate well with colleagues and others.
4. You may be required to interact with demanding/angry individuals.
5. You will be required to hold a Heavy Goods Vehicle driving licence.
6. You will be required to hold a Forklift Certificate of Competence.
7. You will provide support services to internal colleagues.
8. You will be responsible for overseeing the maintenance, cleaning and repair of Council buildings.
9. You will be responsible for very expensive equipment.
10. You may be required to work at heights.
11. You must be mobile throughout the Council.
12. You will be required to use your own initiative.
13. You will occasionally be required to work out-with normal office hours.
14. You will be required to work as part of a team.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Basic numeracy and literacy • HGV Licence		Application Form Interview
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
	• Organisational skills • Customer care skills • Problem solving skills • Relevant experience is required. • Experience in moving and handling. • Ability to organise competing demands. • Experience of COSHH regulations. • Experience of relevant legislation. • Basic computer literacy. • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		**How we assess this**
• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		Application Form Interview