Job Profile

Post Title: General Assistant

Post No: A00427

The General Assistant works as part of a multi-disciplinary team of maintenance personnel. The General Assistant will carry out simple engineering duties and assist in the maintenance at all harbours/piers/vessels, associated plant, buildings and equipment operated by Port Operations. In particular the loading jetties on the Sullom Voe Oil Terminal (including working in hazardous areas), and in general at all ports operated by the Council.

Specific tasks of the General Assistant will be:

- To carry out simple maintenance works, under supervision from others, at Sullom Voe Oil Terminal and other Port areas;
- To carry out basic general maintenance as required;
- To work alongside Engineering Assistants and skilled personnel, assisting them where necessary;
- To operate plant, tools and machinery e.g. forklifts, power tools etc (training will be provided as necessary);

From time to time the Council may require the postholder to undertake duties outside those specified.

Person Specification

Post Title: General Assistant

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This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.

2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.

3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	ESSENTIAL	DESIRABLE
Training/Qualifications	Possession of Standard Grades (or equivalent)eg Fork lift truck certificate Awareness of health and safety aspects of working around piers/jetties etc.	
Relevant Experience	Previous work experience alongside skilled tradesmen. Ability to operate plant and machinery (forklifts. powertools etc.)	

Skills/Ability/Knowledge		Ability to work as part of a team Ability to work unsupervised for short periods of time. Use of basic wood and general hand tools used in an engineering environment.
Other Requirements	Must have full & current driving licence. Must be physically fit and be able to work at height and in confined spaces. Must be willing to work outside normal working hours when required.	

Evaluated Grade: Technical D
Date of Evaluation: 05/10/2010
PVG Membership: N
Disclosure Check: N
Date of Last Amendment: 05/03/2015