Glasgow City Council

Role Profile Description

Date	**June 2006**
Family	**Physical & Environmental Services**
Role profile Level Number	4b
Reporting line (general)	Local supervisor
Purpose	
To operate complex 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 is of the team is given fairly to team members • The team's tasks complete to standards and quantity
Work - preparation	
Prepare work place & materials, calculating & setting out work, make suitable adjustments to equipment beforehand.	• Materials mixed & prepared to specification • Work measured up prior to start • Tidy and clean workplace
Work - maintain / build	
Build or maintain / repair facilities as instructed checking for accuracy & quality, making modifications to suit local variations, operate specialised tools, plant and equipment.	• Standards met; accuracy, quality, quantity • Work completed to specification & standards • Safe operation
Work - transport	
Transport people and/or goods and materials to/from work location.	• People and/or goods & materials arrive on time at correct location, safely
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 /equipment and keep properly adjusted for the task in hand.	• Plant in good order and correctly adjusted for task • Breakdowns, problems referred promptly
Service delivery	
Investigate and resolve problems and incidents encountered in work situations within generally accepted guidelines.	• GCC aware of situation • Corrective action initiated
Records	
Maintain appropriate records as laid down by GCC procedure.	• Accurate and complete record of work, time, material use etc as GCC procedure • Records retained in format required and proper location
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, respond to queries. Work with other team members, providing support & assistance. Keeping supervisor informed of work & issues arising.
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
External in all weathers; possibly contaminated environments and where building work is in progress; may deal with potentially hazardous materials, may be subject to abuse from public, attack from animals.
Procedural Context (creativity, discretion, impact)
Daily / weekly work schedule, operating standards, keeping records.
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 LGV driving licence, plant operator certification; qualification related to formal training over a number of years.
Work knowledge
Specialised practical skill / area of expertise – horticulture, arboriculture, 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 multi-function operation with simultaneous adjustments to operate & maintain accuracy and performance in variable environments.
Key Competency Requirement

	Competency	Level
1	Personal Effectiveness - Self-development	2
2	Personal Effectiveness - Decision making	2
3	Providing Excellent Customer Service - Collaboration	2
4	Leadership - Takes initiative	1
5	Leadership - Displays awareness	1
6	Delivering Results - Motivation	1
7		
8		