JOB DESCRIPTION - CITY DEVELOPMENT

IDENTIFICATION

Post Title:	Workshop Operative	Post Ref:	
Section:	Fleet Section	Grade:	6
Responsible to:	Assistant Manager Workshops Workshop Chargehand		
Responsible for:			

JOB PURPOSE

Assist with the work associated with the maintenance of the Council's vehicles and plant and maintain a high standard of cleanliness within the Workshops in an efficient and effective manner.

PRINCIPAL WORKING CONTACTS

Assistant Manager Workshops
Assistant Manager Transport
Workshop Chargehands
Stores Staff
Workshop Tradesmen
Other Department staff and Council officers in relation to job function

MAIN DUTIES

Vehicle and Plant Maintenance

As and when required provide general assistance to workshop tradesperson in the repair and maintenance of vehicles, plant and equipment.
As and when required grease and oil vehicles and plant.
As and when required change wheels/tyres and repair tyres as necessary.
As and when required wash vehicles/plant and complete all washbay duties as necessary.

Driving

As required drive vehicles to and from Workshops, collect spares and attend breakdowns.
Carry out fork-lift driving as instructed by the Assistant Manager Workshops.
Carry out JCB Loadal driving as instructed by the Assistant Manager Workshops.

Cleaning Duties

Daily and as and when required clean all workshop areas and associated buildings and tools, equipment, etc.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over

time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Workshop Operative

DIVISION/DEPARTMENT SECTION: City Development - Fleet

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	3 Nat 4 (or equivalent) to including English & Maths. **OR** Relevant work experience.		Application Form
RELEVANT WORK/OTHER EXPERIENCE	Experience of working within a busy workshop environment. Experience of tyre/wheel fitting and repairs on a range of vehicles and plant.	Experience of working with light & heavy vehicles or agricultural plant and equipment.	Application Form Interview
PARTICULAR SKILLS/ABILITIES	Working knowledge of vehicle and plant mechanics.	IT Literate Knowledge of computerised Fleet Management Systems	Application Form Interview References
PERSONAL QUALITIES	Ability to work as part of a team. Capable of using own initiative. Good communication skills both oral and written Customer Service awareness and focus.		Interview/Application Form
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willing to attend training courses (in house and external). Full Driving Licence (Level 3)	LGV Licence (Category C)	Application Form/Interview