

JOB DESCRIPTION and PERSON SPECIFICATION

Post Title:	Depot Maintenance Operative
Service Area:	Neighbourhood Services
Reports to:	Neighbourhood Services Supervisor (Refuse & Recycling)
Scale:	2

Overall Purpose of Job

To undertake works in connection with the maintenance and good order of the council depot facility, and the equipment and materials contained within it, as per the key tasks itemised below.

Key Roles, Tasks and Responsibilities	
1.	To maintain the general security of the depot during working hours, ensuring site rules are adhered to (by staff and visitors) and stores, barriers and gates are secure.
2.	To adhere to and operate the agreed process regarding wheeled bin stock, ensuring that usable bins are cleaned and repaired (where necessary) and put back into stock. Additionally bins deemed as 'scrap' are dismantled with peripheral parts such as lids, wheels, axles, pins & hinges retained (where possible and appropriate) and stored correctly for future use.
3.	Maintain general cleanliness of the depot yard, including depot perimeter, ensuring non-licensed waste is disposed off, reporting any maintenance issues to Neighbourhood Services Supervisor.
4.	Assist supervisors with the provision of equipment, materials and PPE for other ops staff, especially during morning despatch. Ensuring ongoing adherence to the agreed 'sign out' process for consumable items (bags, cleaning products etc), personal protective clothing and lower value equipment (spades, rakes, brushes etc).
5.	Ensure wash down equipment and area is maintained and users are operating equipment safely and effectively in line with health and safety procedures.
6.	Occasionally carry out collections, deliveries or repairs of all bin types, including those already in-situ in the district. This will involve driving council fleet vehicles.
7.	To carry out general and basic installation, maintenance and repair work around the depot as and when required. Assist external contractors on site as and when required.
8.	Complete and maintain accurate daily records including daily vehicle defect checks for all vehicles issued or taken over, stock checks, delivery and order receipts.
9.	To familiarise yourself and comply with all site safety instructions relating to our own depot and report any unsafe practice to supervisors.

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10.	Become familiar with all relevant Safe Methods of Operation relating to the particular tasks with which you have been assigned and to implement them accordingly.
11.	Assist with the incoming delivery and storage of materials into the depot and operate the fork lift truck when required to load and unload deliveries.
12.	Undergo designated training sessions as necessary, which may be out of normal working hours and/or at other establishments as may be required. Occasionally required to pass on training knowledge to other staff.
13.	You may be assigned to other duties (befitting of your pay grade) within Neighbourhood Services from time to time.
14.	To complete all assigned duties to the satisfaction of the Neighbourhood Services Supervisor.
15.	To be familiar with and at all times comply with a. The Council's general health and safety policy b. The Council's specific health and safety policies and procedures as detailed in the Council health and safety policy documents, and c. Local department specific health and safety procedures as amended or added from time to time.
16.	To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.
17.	To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
18.	To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

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Health and Safety Responsibilities -	
	<p>To be familiar with and at all times comply with corporate and local health and safety policies and procedures as amended or added to from time to time.</p> <p>To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.</p> <p>To take reasonable care for the health and safety of yourself and others. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety. To maintain Personal Protective Equipment and to report any PPE that is defective.</p>

Emergency Planning/Response Responsibilities	
	To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents

Job Description Details	
Reviewed by:	Nick Warren / Murray Warburton / Luke Clements
Latest Version Date:	June 2019
Job Evaluation:	

DRAFT

PERSON SPECIFICATION

Job Title Depot Maintenance Operative

Division Neighbourhood & Assets Service

Date completed June 2019

Completed by Nick Warren / Murray Warburton / Luke Clements

Criteria	Essential (E)/ Desirable (D)	Method of Assessment (see overleaf)
<u>Knowledge</u>		
Good knowledge of general maintenance and safe use of tools and equipment.	E	3,4
An understanding of good health & safety practices (including manual handling) and road traffic regulations	E	3,4
<u>Skills/Abilities</u>		
Practical, proactive and 'hands on' approach to work.	E	3,4
Ability to work on own initiative and with minimal supervision and also as part of a team	E	3,4
To be able to adhere to prescribed processes, but be willing to offer suggestions for ongoing improvement in a constructive manner.	E	3,4
Physically capable of lifting, pulling and pushing of heavy items such as bin stacks.	E	3,4
<u>Qualifications/Training</u>		
Full Drivers Licence	E	5
Forklift Truck Licence	D	5

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<u>Criteria</u>	Essential (E)/ Desirable (D)	Method of Assessment (see overleaf)
<u>Other</u>		
Flexible approach to working arrangements	E	3, 4
Willing and able to work outdoors in a variety of conditions	E	3, 4
Must be prepared to wear personal protective clothing and ID badge	E	3, 4
Willing to undergo further training	E	3,4

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence