

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	General Workshop Assistant
<b>Grade</b>	G3
<b>Service</b>	Fleet Management
<b>Reports to</b>	Workshop Service Supervisors
<b>Location</b>	Whitley Depot
<b>Job Evaluation Code</b>	C6214D



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role / Output

1. To provide general assistance within Transport Services' Workshop and related areas in the delivery of its service.
2. To ensure all work undertaken is completed effectively, efficiently and is of a high standard of quality.

## Main Duties & Key Accountabilities

### Core Knowledge

1. Provide manual assistance to Workshop Personnel in the service/inspection/repair of vehicles, plant, and equipment (including those located away from the main workshop).
2. Assist workshop personnel in attending to/repairing broken down vehicles on the roadside/customer's site, including recovery to the workshop.
3. Assist in testing/inspection of fleet vehicles, Taxis, and MOT inspections.
4. Steam clean vehicles/plant in preparation for servicing or repair/safety inspections/annual MOT tests.
5. Carry out external/internal steam cleaning of specialist vehicles and/or ancillary equipment (i.e., Refuse collection/gully emptying/road sweeping vehicles and associated equipment), including climbing in/out of vehicles bodies.
6. Carry out general cleaning activity on heavy commercial vehicles to include the climbing in and out of bodies to 'dig out' excess refuse.
7. Undertake driving activities in and around the depot including heavy commercial vehicles (refuse vehicles etc), to the wash area, and to manoeuvre such vehicles both onto and off the wash area, and to park such vehicles in the appropriate bay area.
8. To safely operate auxiliary equipment on all vehicles to include refuse vehicles bodies. Hoppers, and binlifts, sweeping vehicles, and skip vehicles to ensure that adequate cleaning is ensured.
9. To undertake basic maintenance activity on steam cleaning machinery and associated equipment and ramps.
10. To safely operate ramps and equipment, both externally, and within the workshop to assist with the cleaning activity.

11. To be trained and competently and safely operate a fork lift truck within the depot area.
12. Undertake collection/delivery of towed equipment (e.g. 3 tonne Mobile Health Unit), and safely site such units liaising with site representatives as required.
13. Undertake stocktaking support to Transport Services stores, ensuring that perpetual stocktaking activity is carried out at regular intervals as directed, and that the associated documentation is accurately updated.
14. Operate plant/equipment (e.g. fork lift truck) as instructed in the completion of tasks.
15. Undertake vehicle valeting duties.
16. Undertake programmed and reactive cleaning duties both within Transport Services' building and external related areas, including the use of plant/equipment in the effective cleaning.
17. Undertake the collection and delivery of vehicles/drivers to include cars, light vans, medium vans, minibus's, large vans and trucks up to 7.5t.
18. Undertake any training and personal development prescribed by the Council.
19. Prepare vehicles for disposal/return to lease/hire companies.
20. Inspect new vehicles for damage and/or fitting of specified equipment and record general vehicle details.
21. Advise on the condition and serviceability of all plant/equipment used in the completion of tasks.
22. Move vehicles on site to maintain clear vehicle driveways and optimise vehicle parking space.
23. Undertake duties outside normal hours, if required, and to assist with an emergency, or where work cannot be undertaken or completed in normal working hours.
24. Work in accordance with the shift system.
25. Responsible for working under own initiative especially when working away from main workshop.
26. Record full details of work undertaken accurately and correctly, together with completion of all work-related documentation and records.
27. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> N/A	<b>Internal</b> Drivers
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:**

N/A

## Person specification

<b>Job Evaluation Code</b>	C6214D
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Practical Knowledge of steam cleaning vehicles/workplace areas</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of basic health and safety requirements relative to the workplace environment</li> </ul>	
<ul style="list-style-type: none"> <li>• Basic mechanical knowledge to undertake basic maintenance on steam cleaning equipment, lifts, and ramps</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Able to use plant/equipment for cleaning vehicles/workplace areas</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to be an effective team member</li> </ul>	
<ul style="list-style-type: none"> <li>• Flexible approach to working hours</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to keep written records and complete work-related documents</li> </ul>	
<ul style="list-style-type: none"> <li>• Physically able to work under/on vehicles and/or lift/move plant/equipment/tools/components.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to drive vehicles (including minibuses) of up to 7.5t on the road.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to drive vehicles of over 7.5t in a controlled depot environment</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to drive and operate a forklift truck</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Practical Experience in a labour-intensive environment</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Fork lift truck (counterbalance) qualification</li> </ul>	
<b>Special Requirements</b>	
N/A	

<b>Date Created</b>		<b>Date Reviewed</b>	December 2022
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