



Coventry City Council

Job Description

Job Title:	Store / Driver Technician	Job Number:	
Service:	Integrated Community Equipment Service	Grade:	3
Location:	15-16 Bishopsgate Business Park.		

Job Purpose:

To undertake duties to ensure that disability equipment provided by the Integrated Community Equipment Service is available for delivery to customers. This will involve tasks which are store based and delivery / collection duties. All aspects of equipment storage, decontamination, recycling, maintenance, stock movement, delivering and fitting will be involved in this role. As well as this, excellent customer services are paramount.

Main Duties and Responsibilities:

- To support on site, with all aspects of stock movement and storage. This will include taking receipt of goods, barcoding, storing items, updates on the computerised stock control system, picking stock and loading vehicles.
- To undertake deliveries and installations of equipment in the customer's places of residence, ensuring clear verbal instructions are given along with the manufacturer's written instructions.
- To participate in the general maintenance and undertaking of regular routine maintenance and testing of equipment and also work to a planned preventative maintenance programme.
- To utilise mechanical lifting aids to support the safe movement of equipment.
- To use the City Council's vehicles to undertake driving duties in accordance with the City Council's driving policy. You will also be responsible for planning your route, carrying out regular vehicle checks and completing audit documentation.
- To work effectively within the team and other stakeholders, share knowledge with colleagues and work flexibly.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for: N/A

Responsible to: Warehouse Manager / Driver Technician Team Lead

Date Reviewed:

Updated: October 2020



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Person Specification

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Location:	15-16 Bishopsgate Business Park.		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• An understanding of the nature of the work undertaken by this service.
	<ul style="list-style-type: none">• Awareness & understanding of the City Council's Equal Opportunities Policy.
	<ul style="list-style-type: none">• Understanding of Health and Safety policy and how it impacts on both the employer and employee.
	<ul style="list-style-type: none">• Understanding of the importance of infection control.

Skills and Abilities:	<ul style="list-style-type: none">• Flexible and adaptable in approach to work.
	<ul style="list-style-type: none">• Able to lift / carry items of equipment around the store and to use assistive equipment to carry out tasks as appropriate.
	<ul style="list-style-type: none">• Able to follow manufacturer's instructions to ensure the safe installation of equipment and to be able to demonstrate the process to service users.
	<ul style="list-style-type: none">• Able to work as part of a team and constructively with colleagues from other disciplines.
	<ul style="list-style-type: none">• Able to identify any risks that may have been created by your work and ability take appropriate remedial action.
	<ul style="list-style-type: none">• Able to carry out your duties independently in the community with an awareness of when you may require support from your supervisor
	<ul style="list-style-type: none">• Able to work in an environment that requires the application of practical skills.
	<ul style="list-style-type: none">• Able to follow relevant protocols and procedures when undertaking tasks in the warehouse, decontamination unit and in the community.
	<ul style="list-style-type: none">• Able to undertake "multi drop" driving duties and delivery / installations of equipment in and around Coventry.
	<ul style="list-style-type: none">• Able to communicate effectively with a wide range of people and in different situations.



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	<ul style="list-style-type: none"> • To be able to retrieve equipment from stock (shelf and floor storage) and load vehicles in a manner to support the delivery route. • Basic IT skills • Willing to participate in regular supervision and attend relevant training.
Experience:	<ul style="list-style-type: none"> • Experience of working within a stores environment or driver / delivery service (this is desirable but not essential)
Educational:	<ul style="list-style-type: none"> • To be able to undertake and pass training courses relevant to the job role i.e. Portable Appliance Testing training
Special Requirements:	<ul style="list-style-type: none"> • Valid full driving licence • This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Reviewed:

Updated: October 2020