



Coventry City Council

Job Description

Job Title:	Workshop Support Assistant	Job Number:	C6219D
Services:	Fleet and Workshops	Post Number:	001309
Location:	Whitley Depot	Grade:	G4

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.

Job Purpose:

1. Under the direction of the Assistant Fleet Manager and/or Workshop Service Supervisors to ensure delivery of a high quality and customer responsive purchasing and stores service in line with business requirements (to include depot-based service areas) that is efficient, effective and delivered in a timely manner at all times.
2. To assist Workshop Service Supervisors in the administration of office duties.
3. To ensure that service delivery commitments are met

Main Duties and Responsibilities:

1. To undertake all purchasing and supplies related activities to include:
 - Sourcing, setting up and administration of new and/or alternative approved suppliers
 - Setting up and controlling imprest stock accounts
 - Use and administration of corporate purchasing card accounts
 - Daily maintenance and administration of fuel and systems
 - Regular stock control and accounting activities
 - Adherence to all procedures in relation to materials and supplies are adhered at all times as stipulated in the Purchasing Manual, Standing Orders and as required by audit or local service based guidelines
 - Unloading and loading of materials using specialist equipment (i.e. fork lift truck)
2. To control and administer (including hand over and receipt) operational plant, equipment and PPE used within the depot (by front line services).
3. To organise and co-ordinate material's supplies in accordance with each service' business requirements.

4. Ensure security and/or good housekeeping of material's holding areas and stock is maintained at all times.
5. Ensure maximum / minimum stock levels are maintained at all times in line with agreed business requirements.
6. To ensure that all practices and procedures set by the City Council's Standing Orders, internal audit requirements and/or Transport Services in relation to supply of material/goods is adhered to.
7. To ensure that the City Council's Health and Safety Policy, agreed safe systems of work, all relevant legislation and codes of practice are adherence to.
8. To ensure the correct and accurate completion of all documentation and records in relation to activities.
9. To update all electronically and manually held databases accurately and efficiently.
10. To assist the Assistant Fleet Manager and Workshop Service Supervisors in the efficient and effective running of the workshop and provision of quality services.
11. To assist the Assistant Fleet Manager and Workshop Service Supervisors in the development, implementation and subsequent maintenance of the Quality system (or any equivalent system that may be used) for Transport Services.
12. To ensure that any complaints and comments from members of the public or service users are dealt with appropriately in accordance with the City Council's policies and procedures.
13. To respond to emergency situations in relation to Transport Services and to be available as and when required.

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

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce 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:	Workshop Service Supervisors
Date Reviewed:	March 2022	Updated:	September 2022



Coventry City Council

Person Specification

Job Title:	Workshop Support Assistant	Job Number:	C6219D
Service:	Fleet and Workshops	Post Number:	001309
Location:	Whitley Depot	Grade:	G4

Area	Description
------	-------------

Knowledge:	<ul style="list-style-type: none">• Practical knowledge of supplies/material's sourcing, purchasing, ordering, and stock control activities.
	<ul style="list-style-type: none">• How to gather information from a variety of sources, identify key issues and provide advice to customers on resolution
	<ul style="list-style-type: none">• Knowledge of health and safety regulations and legislative requirements relative to the workplace environment

Skills and Abilities:	<ul style="list-style-type: none">• Numerate and able to undertake basic calculations accurately and quickly.
	<ul style="list-style-type: none">• Organise and prioritise own work to meet conflicting deadlines
	<ul style="list-style-type: none">• To be accountable and responsible for own performance and the quality of output of team.
	<ul style="list-style-type: none">• Ability to work under the broad direction of the Transport Engineer, display initiative and independent action and work with minimum supervision.
	<ul style="list-style-type: none">• To deal with customers effectively and courteously
	<ul style="list-style-type: none">• Ability to operate computer systems and input data accurately and speedily.
	<ul style="list-style-type: none">• Able to lift materials up to 30 kg on a regular basis.
	<ul style="list-style-type: none">• Ability to climb stairs on a regular and daily basis.

Experience:	<ul style="list-style-type: none">• Practical experience of working in a parts/material supplies environment, within a technical/transport related environment.
	<ul style="list-style-type: none">• Administrative procedures in a business environment
	<ul style="list-style-type: none">• Use of IT in a business environment including experience of word processing packages, databases and spreadsheets.

Educational:	<ul style="list-style-type: none">• Good Level of Education
---------------------	---

Special Requirements:	<ul style="list-style-type: none"> Will be required to drive motor vehicles and operate a fork lift truck (or similar lifting equipment) in the course of his/her duties
	<ul style="list-style-type: none"> Possession of a current driving licence

Date Reviewed:	March 2022	Updated:	September 2022
-----------------------	-------------------	-----------------	-----------------------