



Job Description

Service:	Operations
Job title:	Workshop Assistant
Grade:	Grade B
Hours of work:	37
Responsible to:	Workshop Supervisor
Responsible for	
Direct reports:	N/A
Indirect reports:	N/A
Budget:	N/A

Purpose of Post:

To assist with a variety of tasks relating to the management of the yard and storage area at Eastfield House.


Assist with the basic repairs, maintenance and safety checks to a range of hand-held equipment and vehicles.

Key Deliverables:

1. To manage the storage facility at Eastfield House, retrieving material requested, and storing new items.
2. To receive vehicle deliveries, ensuring items received are as detailed and delivering them to the right section / person. Check paperwork associated with deliveries.
3. To unload / load vehicles as appropriate for delivery of items such as paper, wheeled bins.
4. Assist with repairs, maintenance and safety checks to a range of hand-held equipment.
5. Assist with repairs, maintenance and safety checks to a range of vehicles including ride-on mowers, cars, vans and heavy goods vehicles.
6. Report any road traffic infringements on vehicles parked in the yard and undertake minor repairs on vehicles unsupervised.
7. Assist in the vehicle workshop when necessary with fabrication and repairs when labour is required.
8. Move office furniture, boxes, and any other items around Eastfield House as necessary.
9. Manage and supervise the shredding company when on-site, ensuring all materials are available and shredded and all paperwork is completed correctly.
10. Ensure items for collection by the public e.g. asbestos bags are checked and made available to administration staff.
11. Assist the Works Fitter out on site when undertaking safety repairs to play equipment and wheeled bins.
12. Assist vehicle workshop with vehicle breakdowns, attending site if necessary.
13. Keep the Eastfield House yard and storage area clean and tidy.
14. Ensure the site is locked in an evening for security reasons.
15. Conduct all duties in a safe and proper manner, as defined in the Safe Working Practices, Risk Assessments and Specific Site Rules.
16. To undertake any other duties appropriate to the skill and ability level of the post as may be directed from time to time.



<p>Knowledge and Qualifications</p>	<p>Essential: GCSE English and Maths or equivalent level.</p> <p>Desirable: Accredited certificate for forklift truck counterbalance operation Telescopic Handler operation Accredited certificate for JCB Loadall B driving licence C driving licence + driver qualification card. Stihl Strimmer Maintenance Certified</p>
<p>Experience</p>	<p>Essential: Minimum of 6 months experience of working in a warehouse type environment/ busy depot Basic vehicle maintenance skills. Sound knowledge of Health and Safety</p>
<p>Skills and Abilities</p>	<p>Requirement to be literate and numerate in order to complete necessary documentation to high standards of accuracy with a good eye for detail.</p> <p>Must be physically fit and able to work as part of a team.</p> <p>High degree of awareness needed of the dangers associated with types of work being undertaken.</p> <p>High degree of awareness in respect of personal health and safety in relation to manual handling etc.</p> <p>Good verbal communications skills.</p> <p>Good organisational skills, proactive, with a flexible approach to work.</p>
<p>Decision Making and Impact on Others</p>	<p>Assisting in solving unknown issues with vehicles and plant.</p> <p>Undertake some vehicle and plant maintenance unsupervised and working on own.</p> <p>Planning and organisational skills with regards to prioritising workloads.</p>

	<p>Judgement and Decision Making</p> <p>Day to day decisions on prioritising workloads.</p> <p>Decisions on personal safety relating to manual handling and potentially dangerous objects and materials etc.</p> <p>Ensuring machinery is operated safely within the yard, workshop and warehouse areas.</p> <p>Simple judgements on work to be carried out to undertake basic repairs on plant and equipment.</p> <p>Incorrect decisions will have a moderate impact on the front line teams, along with other departments.</p>
<p>Communication with Internal and External Customers</p>	<p>Direct and indirect employees, members and colleagues within the division and other directorates.</p> <p>External contractors and sub-contractors, delivery companies.</p> <p>Internal customer contact 85%</p> <p>External customer contact 15%</p>
<p>Personal Attributes and Other Requirements</p>	<p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members.</p>
<p>HDC values</p> 	<p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p>



	<p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>
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Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Demonstrates understanding of safeguarding issues
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events