

Job Description

Post title	Depot Assistant	Grade	C
Department	Operations – Neighbourhood Services, Transport	Post ref	ATR7022

Overall job purpose

To perform various duties relating to the depot general area that will help provide a clean, safe working environment.

To receive Fuel deliveries on site and to ensure that the correct paperwork is completed.

To undertake duties relating to the security of the Depot, this will include doing regular perimeter checks looking for any weaknesses i.e. any holes in the fencing and checking that all gates are secure and locked.

Reporting relationships

Reports to: Transport and Depot Team Leader

Responsible for: N / A

Key tasks and responsibilities – post specific

The sweeping collection and removal of all litter, dirt, leaves and weeds from the depot paths, carparks and surrounding areas within the Depot and all access roads.

The loading, unloading, the storage and safe keeping of materials delivered to site.

To ensure that the 'Policy Statement' issued by the Authority regarding Health and Safety at work is implemented and adhered to. To ensure that the correct PPE is always worn and that all equipment used is in good working order, serviceable and always used correctly and that the Depot Health and Safety rules and procedures regarding safety are fully observed and adhered to.

To ensure that both the Chassis wash and Jet wash areas are always clean and tidy, also check the levels for the Chassis wash for both detergent and Chlorine tablets.

To receive Fuel deliveries on site and to ensure that the correct paperwork is completed

To carry out simple housekeeping tasks and minor repairs.

To assist in the loading and unloading of vehicles using where necessary and available mechanical aids.

To transport materials, equipment and personnel to sites and be responsible for the safety of the load during Transit.

The use of any plant, equipment, and tools necessary to carry out the duties on the site.

To arrange, monitor and maintain the storage of equipment and materials.

To complete all associated paperwork, for example, log sheets, tachographs, delivery tickets, and time sheets etc and report any defective equipment and complaints to management.

The health and safety of staff and the public who may visit the site.

To ensure all general areas are maintained to the good standards of housekeeping tidiness, cleanliness and hygiene required.

To carry out any other duties within the responsibility level of the post as required by Management.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Always ensure all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating, or safeguarding any equipment, vehicle or appliance provided, used, or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive, and quality services.

Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act, and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result, the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date: