



## JOB PROFILE

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<b>Post Title:</b>	General Maintenance Operative
<b>Directorate:</b>	Central Support Service
<b>Responsible to:</b>	Garage Manager
<b>Responsible for:</b>	Nil
<b>Grade:</b>	A

### Job Purpose

To improve the lives of all within our community and help the island thrive by providing day to day cleaning of the Administration Office/Garage Offices, Mess Room and the fleet of SHG pool vehicles.

### Main Duties and Responsibilities

1. Responsible for day to day cleaning of the Donkey Plain Administration Office, Garage Offices, Mess room, toilet/washroom and its surroundings and Fleet of Pool vehicles
2. Responsible for daily checks of fuel, oils and water in all pool vehicles, replenish when required and report any discrepancies
3. Responsible for the collection of vehicle data such as mileage books this also includes recording relevant information for plant equipment and pool vehicles to ensure that statistics is kept for administration/recharging purposes.
4. Ensure that the general condition of pool vehicles are satisfactory and report any damages and faults to your line manager or a member of administration.
5. Perform local purchase via Local Purchase orders ensuring sanitary and other products required within the job role are on hand.
6. Ensure the collection and despatching of mail and other documents to and from government departments and the public for the Government Garage
7. Assist with the collection of local purchase/overseas orders of motor spares from suppliers
8. Assist with the conveying of motor spares & mechanics when working on breakdowns in the field
9. Assist with the delivery/collection of vehicles to and from maintenance /MOT
10. Responsible for general maintenance within the capability of the section for the interior and exterior of the buildings.
11. Ensure that that care is taken to ensure adherence with Health & Safety procedures so that duties are performed in the interest of health, safety and welfare.



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12. Providing support to the Stores section as and when required such as assisting with issuing/receiving stock.
13. Assisting with minor mechanical works as and when required within limitations and scope.
14. Any other duties as required by the Garage Manager or Senior Transport Manager.

### **Special Conditions**

- Working with and in the proximity of hazardous substance such as diesel, petrol, lubricants, brake dust, paints and other fumes.
- Manual handling

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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### Core Competency Framework

Competency	Level
<b>Professional Development:</b> N/A	(i)
<b>Planning &amp; Delivery of Work:</b> <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress</i>	(ii)
<b>Analysis and use of Information:</b> <i>Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems</i>	(ii)
<b>Decision Making:</b> <i>Ability to act on own initiative and apply sound logic to simple decision making and problem solving.</i>	(ii)
<b>Working with Others:</b> <i>Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.</i>	(ii)
<b>Communication:</b> <i>Good oral and written communication and ability to record factual information accurately</i>	(ii)
<b>Influencing and Persuading:</b> <i>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner</i>	(ii)
<b>Dealing with Change:</b> <i>Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others</i>	(ii)
<b>Continuous Improvement:</b> <i>Willing to learn and develop in job role</i>	(i)
<b>Managing Resources:</b> <i>Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.</i>	(ii)



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### PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
A Level 1 or above qualification in a relevant subject – such as English, ICT, Business Administration etc. or equivalent level of demonstrable attainment or experience	E	✓	
Valid driving licence (Class A & C).	E	✓	
<b>Knowledge &amp; Experience:</b>			
Fully conversant in applying health and safety procedures in order to guarantee the safety of employees and the quality of products/ services	E		✓
Basic knowledge and understanding of health and safety in the work place and dealing with hazardous substances	E		✓
Basic understanding and awareness of automotive practices	E		✓
<b>Skills and Abilities:</b>			
Demonstrate good communication skills, to be able to work as a team with senior staff	E	✓	✓
Pro-active team worker as well as the ability to undertake responsible lone working.	E	✓	✓
Logical approach to problem solving	E	✓	✓
Basic IT skills	E	✓	✓
Ability to demonstrate excellent customer service skills	E		✓
Ability to meet tight deadlines	E		✓
Ability to understand and analyse information	E		✓
Will need to have excellent written and verbal communication skills	E	✓	✓
Confident and competent driver	E		✓
Enthusiastic and self-motivated.	E		✓
High level of tact, diplomacy and initiative.	E		✓
Helpful and friendly manner.	E		✓



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Criteria	Essential / Desirable	Application Form	Selection Process
<b>Other:</b>			
Willingness to work flexibly	E	✓	✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	✓	✓
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	✓	✓

### Our Values

#### FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

#### INTEGRITY

We communicate openly and we are honest, accountable and ethical.

#### TEAMWORK

We work together and we support each other.

### Professional or Career Progression Cadre Competency Framework

*Not applicable*