

## **JOB DESCRIPTION**

### **Driver/Handyperson**

**Directorate and Section/Unit:** People  
Provider Services

**Scale:** Scale 3

**Reporting to:** Manager/Team Leader/Senior staff members on duty  
**Main work base:** Pershore short breaks  
**Sites to be covered:** Exmoor drive

#### **Main purpose of role:**

- To provide an effective and efficient service as directed by Team Leaders and Senior management.

#### **Specific Responsibilities/duties/tasks:**

##### **Main Work Base:**

- When required to make sure premises are open at the start of the working day and secured after work has finished.
- Ensure site is checked at start and end of each day and record action
- To provide high level of security for the premises and grounds in main work base
- To organise and make ready rooms to be used for individual meetings (public and internal)
- To operate fire and intruder alarms as directed on weekly basis and report all defects, ensure on monthly basis emergency lighting checks are carried out
- Maintain all safety records e.g., six monthly and usage ladder checks
- To keep pathways safe, clearing snow and gritting paths as and when necessary support other sites within locality ensuring grit supplies are maintained
- To carry out weekly statutory water checks, maintain records and log data onto i-prop
- Liaising and overseeing of external contractors on site
- Ensure working knowledge of plant located on site e.g., heating/boiler/water tanks
- To deliver and collect vehicles to depot for service and repair
- To ensure site vehicles are clean internally and externally at regular intervals

##### **Within locality- specific establishments/sites**

- To undertake basic, routine repairs and maintenance work as directed
- To record and report all repairs/defects that are beyond their skill level and competence to manager/team leader or senior member of staff
- To collect and deliver bulky items within set locality
- To use tools, machinery and plant issued and maintain them in good working order following risk assessments in place
- To immediately clear away all hazards to persons within premises and grounds e.g., oil spills, chemical spills, broken glass, adhering to COSHH regulations

- Undertake Portable Appliance Testing (PAT) and microwave testing on annual basis, maintaining Infantry log and disposal schedule in accordance with Council policy and guidance
- Undertake grounds maintenance on sites e.g., lawn mowing, leaf collection, maintenance of; gutters, drains/soak a ways, hedges, digging, fencing and removal of garden waste and litter.
- To undertake general decorating and D.I.Y. tasks on all sites

### **Driving duties**

- To drive County Council vehicles as and when needed for the purposes of work (including having Service Users on board).
- When required, to carry out daily maintenance checks of Centre vehicles and to report any defects.
- To ensure that the exterior and interior of any vehicle driven is maintained and left in a clean and tidy condition (including the regular washing of the exterior of the vehicle).

### **General Duties**

- Cover caretaking duties at other buildings, including where needed key holding duties.
- Manage own workloads and to be proactive in carrying out caretaking duties.

### **Other Duties**

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and / or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

### **Contacts**

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

**Internal:** Worcestershire County Council staff

**External:** Service users and their relatives/carers, members of the public, staff employed through other agencies, contractors.

### **Notes**

The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.