

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	Corporate & Frontline Services
Division:	Highways & Streetcare
Section:	Fleet Services
Sub Section:	
Post Title:	Vehicle Cleansing Operative
Vision Post Number:	
Grade:	2
Responsible to:	Workshop Supervisor (Post 8955)
Posts Reporting to this Post:	N/A
Team:	N/A
DBS Required Level:	No
Location:	Ty Glantaf
Date of Description:	13 th June 2018

KEY OBJECTIVES

To provide effective, efficient, responsive and high quality Fleet Services.

SPECIFIC RESPONSIBILITY

1. To contribute to the achievement of the objectives and performance targets set out in the Fleet Management and Vehicle Maintenance Business Plan.
2. To undertake vehicle cleaning duties, with exposure to unpleasant working conditions i.e. refuse vehicles covered in mud from the landfill site. Must be prepared to work outside in all weather conditions. Duties will include cleaning of workshop and yard as required.

3. To work in a professional manner and portray a positive image of the Council in the workplace, ensuring all reasonable effort to provide the best possible service to our customers.
4. To work Bank holidays and weekends when required in order to ensure the customers vehicles are available for service.
5. To ensure the accurate and full completion of all paperwork relating to your work activities that are required by management, meeting designated deadlines. Ensuring that documents comply with requirements set by DVSA.
6. To respond to emergencies if required.
7. Must be prepared to undertake any training required, including any specialist areas, in order to expand / maintain the necessary skills for the professional performance of your duties.
8. To assist other departments in emergency situations e.g. sand bag filling
9. To be prepared to move within your area as and when required to other locations
10. To work with the minimum of supervision and to be able to work independent of supervision if necessary.
11. Be responsible for good housekeeping practices in connection with own work, keeping work areas clean and walkways clear and tidy.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills .	Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.
EXPERIENCE	Experience of manual work.	Experience of working in the vehicle maintenance/fleet industry.
COMPETENCIES		
Working with Others	Listens to feedback and isn't easily offended by it.	

Communicating Effectively	Is always polite and courteous.
Working with Service Users	Is friendly and polite towards Service Users.
Demonstrating Technical Ability	Is willing to learn new tasks.
Working Safely	Knows and follows relevant H&S rules and procedures.
Being Committed and Reliable	Uses their initiative and can work without close supervision.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	