

Runnymede Borough Council

JOB DESCRIPTION

1. POST DETAILS

Department : Technical Services Post Title : Taskforce Operative
Division : Direct Services Organisation Post No. :
Section : Taskforce Working Hours : 37 hours
Grade : 2 Work Base : Chertsey Depot
Prepared/Agreed by : Cathy Knublely Date : 20/2/13

2. ORGANISATIONAL RELATIONSHIPS

Reports to: DSO Supervisors Directly Supervises: None
Deputising Responsibility: None Indirectly Supervises: None

3. RESPONSIBILITIES FOR RESOURCES

Varies plant and tools
Uniform and other personal protective clothing

4. JOB PURPOSE/OBJECTIVES

To assist the Taskforce driver to complete a variety of work requested by internal Council departments, such as fencing, tarmacking, erecting road signs, paving, etc.

5. MAIN DUTIES OF THE POST

FREQUENCY

(daily, weekly, monthly, annually, etc)

- | | |
|---|-------------|
| i) To follow instructions from Taskforce Driver | Daily |
| ii) Work within safety guidelines at all times | Daily |
| iii) Ensure all scheduled work is completed to a satisfactory standard. | Daily |
| iv) Complete daily log sheets of work undertaken. | Daily |
| v) Check any plant or equipment before use. | Daily |
| vi) Clean vehicle and equipment. | Weekly |
| vii) Attend any required training programmes associated with the Job Description. | As and when |
| viii) Provide general assistance with Borough Emergencies such as flooding | As and when |

including reasonable out of hours working.

- ix) Any other duties which may be allocated from time to time which are commensurate with the post holders qualifications and experience. As and when

The above is a record of the main duties and responsibilities of this post at a given date. As necessary, following consultation, duties and responsibilities may change from time to time to meet the requirements of the service. Any such changes will be incorporated in a revised Job Description and, where appropriate, result in a re-evaluation of the grade of the post.

Runnymede Borough Council

Person Specification

Post Housing Taskforce Drive

Post No

Completed by Cathy Knubley

Date February 2013

A ✓ should be shown against each criterion to indicate whether it will be assessed from the Application Form (A.F) or at Interview (Int)

Essential	How assessed		Desirable	How assessed	
	A.F	Int		A.F	Int
<u>Education & Training</u>					
Basic Literacy	✓	✓	Manual Handling	✓	
			Clean Driving Licence for vehicles (up to 7.5 tonne)	✓	
<u>Experience & Knowledge</u>			Previous cleaning experience with contractor or local authority	✓	
			Health & Safety awareness		✓
			Knowledge of the borough		✓
			Previous experience working outside in all weather conditions	✓	
<u>Personal Qualities/Personality</u>					
Team player		✓			
Conscientious		✓			
Flexible attitude towards working hours		✓			

Essential	How assessed		Desirable	How assessed	
	A.F	Int		A.F	Int
<u>Skills</u>					
Able to follow simple instructions		✓			
Be able to follow a map		✓			
<u>Career Objectives</u>					
<u>Special Requirements</u>					