**Maintenance Operative (Ref WS037 / 15872)**

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| **Police Staff****Maintenance Operative****Business Support****Role Definition:WS037 / 15872** |

 **ROLE DEFINITION**

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| Dept / Area Command: | Business Support  | http://domcms/icons/ecblank.gif | Section: | Business Support  |
| Post Title: | Maintenance Operative  | http://domcms/icons/ecblank.gif | Post Reference: | WS037 / 15872  |
| Post Grade: | Grade A   | http://domcms/icons/ecblank.gif | Location: | Various Forcewide Locations  |
| Car User Status: |   | http://domcms/icons/ecblank.gif | Telephone Allowance: |   |
| Shift Allowance: |   | http://domcms/icons/ecblank.gif | Standby Allowance: |   |
| Weekend Enhancement: |   | http://domcms/icons/ecblank.gif | Contractual Overtime: |   |
| Line Manager: | Team Leader 17429 |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  Provide a building and vehicle maintenance and driving service to the Force to support the needs of Forcewide activities and ensure a safe and functional working environment for Northumbria Police personnel and visitors. |

**Key Responsibilities:-**

1. **Maintain designated buildings to ensure that personnel and visitors using the buildings are provided with a safe and functional environment by undertaking all related building checks.**
2. **Carry out first-line repairs and maintenance, assigned testing, and scheduled servicing of buildings and equipment to ensure that they are operational and safe.**
3. **Undertake routine and ad hoc internal and external cleaning operations in order to provide a safe and functional environment for staff and visitors.**
4. **Undertake office furniture moves and transfers in order to help ensure that Area Command/Department staff have the necessary equipment and supplies for their needs.**
5. **Collect and dispose of non-confidential waste, unwanted furniture and equipment in order to clear working areas of waste materials efficiently.**
6. **Arrange servicing, undertake routine vehicle checks and minor maintenance of area command/department vehicles, reporting problems/defects to Fleet Management, in order to minimise down time through mechanical defects and supporting operational policing.**
7. **Undertake driving duties, taking/collecting vehicles for repair to maximise the availability of police resources and provide an efficient driving service for the department.**
8. **Provide a driving, collection and delivery service in order to contribute to the efficient and effective operation of the designated area allocated to**
9. **Clean and valet vehicles to provide a better working environment for vehicles users and maintain the professional image of the area command/department and Force.**
10. **Provide a laundry collection and distribution service in support of uniformed staff.**
11. **Undertake a range of clerical tasks in support of the functions of the role.**
12. **Provision of cover for other driving posts when requested to ensure driver cover is maintained.**

 **The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**