|  |
| --- |
| **Police Staff****Maintenance Operative****Business Support****Role Definition:WS037 / 30221 / 30222** |

 **ROLE DEFINITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dept / Area Command: | Business Support  | http://domcms/icons/ecblank.gif | Section: | Business Services  |
| Post Title: | Maintenance Operative  | http://domcms/icons/ecblank.gif | Post Reference: | WS037 / 30221 / 30222  |
| Post Grade: | Grade A   | http://domcms/icons/ecblank.gif | Location: | Forcewide  |
| 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: | BSD Team Leader |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  Provide a building and vehicle maintenance service and ad-hoc driving duties to the force to support the needs of operational activities and ensure a safe and functional working environment for Northumbria Police staff and visitors. |

**Key Responsibilities:-

1. Maintain designated buildings to ensure that staff and visitors using the buildings are provided with a safe and functional environment by undertaking all related building checks.

2. Carry out basic repairs and maintenance including assessments of work to be undertaken, 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. Undertake a range of clerical tasks in support of the functions of the role.

9. 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.**