

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

ROLE DEFINITION

Dept / Area Command:	Business Support	Section:	Business Support
Post Title:	Maintenance Operative	Post Reference:	WS037 / 15872
Post Grade:	Grade A	Location:	Various Forcewide Locations
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		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.