

Police Staff
Business Services Maintenance Operative
(NERSOU)
NERSOU
Role Definition:UQ043 / 30371

ROLE DEFINITION

Dept / Area Command:	NERSOU	Section:	Intelligence Development Team
Post Title:	Business Services Maintenance Operative (NERSOU)	Post Reference:	UQ043 / 30371
Post Grade:	Grade A	Location:	NERSOU
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Business Services Team Leader (NERSOU)		
Staff Responsibilities:	Not Applicable		
Purpose:	Provide a building and vehicle maintenance service and ad-hoc driving duties to the department to support the needs of operational activities and ensure a safe and functional working environment for NERSOU staff and visitors.		

Key Responsibilities:-

- 1. Maintain the building 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 the building 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 NERSOU staff has 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.**

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