

# Isle of Wight Council

## Job Description



### Identifying Facts

Title of Post: General Maintenance/Driver

Directorate: Community Wellbeing and Social Care

Post No:

Section: The Adelaide

Date: May 2021

Responsible to: The Manager

### Job Purpose

To provide General maintenance within the Building and the grounds for use by the residents, visitors and staff to a high standard.

### Major Tasks

To undertake the following in accordance with the Health and safety at work act 1974 and in line with The Isle of wight councils Health and safety policy and procedures.

- Promote equality as an integral part of a role and treat everyone with fairness and dignity.
- To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
- To work as part of the Maintenance team, ensuring the centre is safe and fit for purpose.
- General gardening and outside maintenance.
- Complete weekly maintenance checks in accordance with legislation.
- All staff must be familiar with the procedures to be followed in the event of a fire alarm and be agreeable to attend the Home occasionally to take part in fire drills, for which appropriate payments will be made.
- All staff must make themselves familiar with all working practices and procedures within the Resource Centres and other areas with Service Delivery.
- To report to the Duty Manager all incidents/accidents whether they are to clients or staff during the period of duty.

Ground Maintenance

- To keep all equipment/tools, chemicals etc., secure against theft or improper use.
- To operate and undertake minor maintenance of all gardening equipment.
- Cut and edge up all grass areas. Cut hedges, dispose of trimmings. Maintain all boundary fences. Fork/weed flower beds, plant out summer/winter bedding plants. Sweep paths and hard surfaces.

#### Minor Maintenance/Repairs

- Receive defect reports, assess work involved and arrange to carry out work within the scope of the post. Make appropriate arrangements with Manager for all necessary materials to be ordered.
- Undertake minor plumbing e.g., replace washers and leaking joints and unblock sinks and toilets
- Undertake minor electrical work e.g., replace fuses/plugs and changing bulbs/tubes and PAT testing.
- Make good damage to walls and paintwork, fitting and replacement of door handles. Repair loose door hinges. Attending to broken windows.
- Unblock drains and cleaning and disposing of debris from gutters.
- Carry out portage duties as directed by the Manager.
- General outdoor maintenance.

#### Driving

- The driving of a council vehicle in accordance with the Ministry of Transport driving test standards, and to hold a current ordinary licence.
- The transportation of service users between their homes and the Centre, where necessary assisting them on and off the vehicle.
- Acting as escort when transporting residents.
- To ensure client safety outdoors before leaving.
- To ensure that all passengers are seated correctly, and all doors are secure before the vehicle starts to move.
- To carry out daily maintenance of the vehicle, duties include, sweeping and mopping out inside the vehicle.
- The immediate reporting of any unsafe conditions which may arise to the Officer in Charge.
- To carry out all duties in accordance with the Authority's Health and Safety Policy.
- Collecting client prescriptions, shopping and other items required for welfare of the residents and the smooth running of the home
- To hold a full first aid certificate.

#### General

- Other tasks within scope as agreed with the manager
- Any items of work beyond the Handyman's capabilities or resources should be notified to the Manager or Duty Manager in order that specialist contractors or skilled personnel can be called.

**Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*