

HANDYPERSON – DRIVER

Reference No	A4766	Type	Generic
Service	Adult Services (Resources)		
Job Family	Technical 3	Grade	FC3

Purpose

To undertake Handyman / Driver duties as deemed appropriate.

To carryout safety and equipment checks and general maintenance.

Undertake vehicle checks ensuring all health and safety legal requirements are met.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Carry out building and equipment inspections as instructed and the recording of building compliance checks, e.g. Asbestos register, hardwire electrical, electrical PAT testing, water checks and fire safety checks, periodically checking the lighting system within the properties.	Experience and ability to deal with people at all levels (Focus on customers) Knowledge of health and safety (take ownership) Written communication skills e.g. requisition filing, report writing (Embrace technology and information) Manual handling skills (Deliver results)	√ √ √	
Driving within Fife wide area. For example, to undertake property audits, minor repairs and distribute supplies to the properties. Ensuring that prescribed checks are undertaken on Council vehicles and ensuring that the interior and exterior of the cars are maintained to a high standard at all times.	Full driving licence with D1 MIDAS certificate	√	
Communicating and working effectively with service users, Carers, staff, managers and members of the public.	Some experience of working in a similar type of role/environment would be desirable		√

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Undertake minor repairs and maintenance to buildings, fixtures, furnishings and general maintenance checks as per the agreed schedules. For example: changing light bulbs, fixing door handles, fixing curtain poles, hanging pictures, applying pollyfilla, minor paint repair to walls and woodwork, fixing a leaking tap etc.	First aid certificate Ability to deal with emergencies / use initiative (take ownership) Knowledge of health and safety (take ownership) Handyperson experience Ability to carry out physical aspects of the role Minor maintenance skills (Deliver results) Ability to prioritise workload Team working skills (work together) Ability to work alone	√ √ √ √ √ √	 √ √
Request any relevant repairs as a result of the inspection. Reporting, recording and following up on emergency and non-emergency repairs. through Council Systems or through First Contact, including initial chase of works when not completed within expected timescales. Complete relevant paperwork and forward to relevant manager/professional Providing Information to the appropriate member of staff as and when safety risks arise.	Ability to deal with emergencies / use initiative (take ownership) Knowledge of health and safety (take ownership) IT skills including the use of Microsoft Office (Embrace technology and information)	√ √ √	
The post holder will work as part of a team and report directly to their Line Manager and also independently within other establishments and use their initiative to respond to problems.	Ability to provide a regular and effective service Practical DIY Skills Knowledge of Health and Safety and Risk Assessment	√	√ √

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	Ability to provide a regular and effective service (Take ownership – See ‘How We Work Matters’ Framework)	√	

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

