



Role Profile

DRIVER/CARETAKER

Reference No.	I344.02	Type	Individual
Service	Facilities Management Service		
Job Family	Technical 3	Grade	FC3

Purpose

To provide a chauffeuring service for the Provost/Depute Provost when they are on official duties and carry out caretaking and security duties as required.

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
Driving the Provost/Depute Provost within and outwith Fife, as required, to enable them to undertake official duties.	Experience of Chauffeuring and caretaking	✓	
Driving visitors and/or council staff in a Minibus on official site visits as required.	Valid Driving License for cars and mini buses	✓	
Supporting the Provost/Depute Provost in undertaking her/his ceremonial role including ensuring the safety of the Council Chain of Office.	MIDAS (Minibus Driver Awareness Scheme) training		✓
Providing an appropriate service at Civic Functions, undertaking introductions and briefing announcements, issuing hospitality and related tasks as directed.	Knowledge of Customer Care	✓	
	Communication skills (Work together – See 'How We Work Matters' Framework)	✓	
	Confident public speaker (Focus on customer)	✓	

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Ensuring that prescribed checks are undertaken on Council official cars and ensuring that the interior and exterior of the cars are maintained to a high standard at all times.			
Carrying out building compliance checks, including water testing and fire safety.			
Investigating and reporting repairs and maintaining through Council Asset Management System or through First Contact, including initial chase of works when not completed within expected timescales.	IT skills including the use of Microsoft Office (Embrace technology and information)	✓	
Setting out of meeting rooms as required including arranging the layout and removing equipment or furniture including checks on sound and IT equipment.			
Carrying out the re-configuring of office space as directed by the Facilities Officer.			
Carrying out building and equipment inspections as instructed. Requesting any relevant repairs as a result of the inspection.	Knowledge of health and safety (Take ownership)	✓	
Responsible for the accepting, security and distributing parcels and mail, including receiving Fife Council tenders, and franking of external mail.			
Undertaking basic grounds maintenance such as litter picking and snow clearing of access areas as required.			
Undertaking handyman duties as directed and carrying out routine minor maintenance.	Minor maintenance skills (Deliver results)	✓	
Carrying out and monitoring the removal of waste from buildings.			
Carrying out the monitoring of the use of car parks by building users and visitors and issuing reports and warnings to offenders in line with the agreed protocol.	Knowledge of traffic management issues		✓
Responsible for the securing of the building/depot, including external gates and barriers and the secure holding and issue of keys.	Experience of building security		✓
Responsible for the opening of the building/depot, including initial walk round checks.			

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Checking the identity and authorisations of all contractors working in the buildings.			
Monitoring outside activity via television screens and take action where necessary.			
Assisting with fire or any other building evacuations. In smaller building take the lead role in case of a fire, other evacuations.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

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Additional Information – the following information is available:

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

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results