



Role Profile

| Weighbridge Test Unit Driver | | | | Purpose | | | | |
|--|--|-------|------------|--|--|---------------------------------------|----------|--|
| Reference No. | I303.01 | Type | Individual | To be responsible for the day to day operation of the Weighbridge Test Unit. Operating/driving the Service's Weighbridge Test Unit (WBTU) and associated fork lift truck. To assist Trading Standards Officers in carrying out their duties in relation to testing the accuracy of weighbridges. | | | | |
| Service | EPES – Protective Service - Trading Standards Team | | | | | | | |
| Job Family | Technical | Grade | FC6 | | | | | |
| 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 | |
| Operating/driving the Service's Weighbridge Test Unit (WBTU) and associated fork lift including undertaking daily vehicle checks. The position of the WBTU is answerable to the Fife Council's Trading Standards Service Manager and relevant Trading Standards Officers in each of the other Local Authorities. | | | | Ability to provide a regular and effective service Substantial experience of driving LGV vehicles (Licence class C) with current valid LGV category C driving licence Current CPC certificate Knowledge of LGVs, fork lifts and related legislation Experience in driving HGV Current appropriate fork lift driver qualification and experience | | ✓ ✓ ✓ ✓ ✓ | ✓ | |

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|---|---|-------------|----------|
| Maintaining the cleanliness of the vehicle internally and externally | | | |
| Establishing and maintaining good relations with the customers of the Weighbridge Test Unit. Liaising with the Consortium (16 Local Authorities) and private companies hiring the unit within Scotland | Customer care training (Focus on Customers – See How we work matters Framework) Communication skills Flexible approach towards carrying out a range of tasks | ✓ | ✓ ✓ |
| Advising the Trading Standards Service Manager on Health and Safety issues, and to advise and assist on technical and day to day issues which arise with the Weighbridge Test Unit. | Ability to demonstrate knowledge of health and safety and other risks associated with the post Relevant health and safety training | ✓ | ✓ |
| Ensuring that vehicle weight limits and tachograph requirements are complied with at all times with respect to the Weighbridge Test Unit. | Current digital tachograph driver card Experience of operating and understanding how digital tachograph works | ✓ ✓ | |
| Assisting Trading Standards Officers in each of the Local Authorities, and weighbridge service engineers during weighbridge testing procedures. Moving weights using equipment provided as required up to 1 Ton | Experience of being self-motivated and capable of working as part of a small team (Work together) Ability to use own initiative when dealing with business customers and staff within Local Authorities Experience of using and following maps and navigational tools – to get to locations of weighbridges within the 16 Local Authorities (Deliver results) | ✓ ✓ ✓ | |
| Completing all relevant paperwork including time sheets/expense forms and to request annual leave using both paper and/or computerised systems. | Good numeracy and literacy skills Willingness to attend development meetings and 1-2-1 meetings (Take ownership) | ✓ ✓ | |

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|---|---|---|---|
| | Basic computer/keyboard skills (Embrace technology and Information) | ✓ | |
| Assisting Trading Standards staff, particularly within the area of weights and measures – e.g. carrying out visits to relevant retail premises and assisting with duties at the metrology laboratory. | | | |
| | | | |
| 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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| | | | |
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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