

## **JOB DESCRIPTION**

**POST TITLE:** Workshop Assistant

**DIVISION/UNIT:** Construction Division/Transport Services

**GRADE:** 4

**RESPONSIBLE TO:** Workshop Supervisor

**RESPONSIBLE FOR:** N/A

### **Job Purpose**

Undertake non-skilled work associated with vehicle/plant maintenance workshops and provide general assistance to workshop supervisor, chargehand mechanics, mechanics, etc.

### **Main Duties and Responsibilities**

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Provide general support and assistance to the workshop team as directed by the Workshop Supervisor and chargehand mechanics.
5. Drive, collect and move vehicles as required.
6. Collect spare parts and other materials from suppliers as required.
7. Perform general cleaning duties within workshops.
8. Perform minor defect repairs, replacing wiper blades, changing vehicle light bulbs etc.
9. Grease and oil vehicles and plant as required.
10. Assist with the recovery of broken down or immobilised vehicles, plant and equipment utilising safe and proper techniques to minimise the risk of additional damage without causing danger to the public.
11. Undertake wash bay duties.
12. Clean vehicles, plant, tools and equipment.

13. Conduct pre-start vehicle checks on a daily basis, reporting any faults immediately and refuel vehicles at the end of each working day.

## NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
<b>3</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>3</b>