

|                 |          |
|-----------------|----------|
| Evaluation Date | 6/4/2017 |
| Grade           | 12       |

## JOB DESCRIPTION

|                      |  |                         |                                     |
|----------------------|--|-------------------------|-------------------------------------|
| <b>Job Title:</b>    | <b>Driver/Workshop Assistant</b>           | <b>Reports to:</b>      | <b>Operations Duty Manager</b>      |
| <b>Department:</b>   | <b>Golf</b>                                | <b>Location:</b>        | <b>SKGC and between other sites</b> |
| <b>Work Pattern:</b> | <b>35.75 hours per week<br/>Fixed term</b> | <b>Contract Status:</b> | <b>Seasonal Full Time</b>           |

### BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

**welcoming** all,  
each one of us **caring** about what we do,  
being **passionate** about how we do it,  
and feeling **proud** of what we achieve

### JOB PURPOSE

To assist the Golf and Grounds Maintenance Mechanic in various machinery maintenance tasks.

To collect and deliver green keeping machinery and golf equipment around sites driving various vehicles and green keeping machines and towing various multi axle trailers.

### KEY RESULT AREAS

| Key Responsibility  | Expected time spent (%) |
|---|-------------------------|
| 1. Cleaning and preparing machinery for servicing and repair. Assisting the workshop Engineer to carry out servicing and repair to a wide range of Green Keeping & Grounds Maintenance equipment. Help maintain the workshop in a safe and clean condition. Carry out daily, weekly and monthly equipment checks to ensure they are safe for use. | 50%                     |
| 2. Transport Green Keeping and Grounds maintenance machines and equipment between venues utilising the fleet  | 50%                     |

|  |  |
|--|--|
| of Golf vehicles and machinery including the towing of a triple axle road trailer. |  |
|--|--|

| <b>RESPONSIBILITY FOR RESOURCES</b>                               |   |
|---|---|
| <b>Responsibility for staff:</b>                                  | No direct reports                                       |
| <b>Salary bill for all staff reporting:</b>                       | None  |
| <b>Responsibility for finance and level of financial control:</b> | Use of fuel card to refuel company vehicles             |
| <b>Responsibility for Physical Resource:</b>                      | Use of company tools, vehicles, machinery and equipment |
| <b>Responsibility for Data and Information:</b>                   | Record H&S checks e.g. Fire Equipment, First Aid,       |

## **GUIDELINES AND EXPECTATIONS**

| <b>Authorities &amp; Limitations</b>   |
|--|
| <p>You are required to plan your daily schedule of works in collaboration with the Workshop Engineer and the Operations Duty Manager and be able to respond to short notice unplanned machinery breakdowns etc.</p> <p>You will have some control over the purchase of low value supplies. For example ensuring vehicles are fuelled and ready for use. For larger purchases you should seek authorisation from the Operations Duty Manager.</p> |

| <b>Communication &amp; Representing The Organisation</b>  |
|---|
| <p>The purpose of the role is to support the Grounds Maintenance Mechanic ensuring equipment downtime is kept to a minimum and the Green Keeping and Ground maintenance teams can work at their optimum levels providing our customers with high quality courses at all times.</p> <p>You will be expected to speak to colleagues and customers in a friendly welcoming and positive manner.</p> <p>You might also be required to meet with contractors and/or share correspondence via email.</p> <p>You will assist in the completion of service records and should therefore have a good attention to detail and be able to keep accurate records.</p> |

| <b>Safeguarding Our Customers</b>  |
|--|
| <p>Comply with relevant Health and Safety Regulations and follow the correct Health and Safety procedures as required by current legislation and Company practice including using tools, working at heights, lone working, manual handling and personal protective equipment.</p> <p>Ensure through Risk Assessment and Method statements that risk, impact and effect to customers and other staff is minimised</p> |

| <b>Problem Solving</b>   |
|--|
| <p>You are expected to use your technical knowledge and experience to resolve problems and know when to escalate as the need arises.</p> <p>You will be expected to work on your own unsupervised at times making sound decisions and managing your time effectively throughout the working day.</p> <p>Take an active role in the delivery of your venue's service improvement plan making recommendations and suggestions to achieve your department's area of work.</p> |

| <b>Impact On Organization</b>  |
|--|
| <p>The role is important to ensure our Golf Courses and Grounds are maintained to a good standard of performance and appearance.</p> |

| <b>JOB DEMANDS</b>   |  |
|----------------------|--|
| <b>Physical</b>      | You will spend the majority of your time in and around the workshop and delivering equipment between venues. As such, you need to maintain a good level of fitness as you will spend much of your time between driving and on your feet, lifting and carrying (sometimes heavy loads). |
| <b>Mental</b>        | You will work independently at times and should be able to complete the majority of your tasks uninterrupted save any emergency issues.  |
| <b>Emotional</b>     | You are unlikely to be exposed to any situations which would cause emotional distress, however you are expected to respond to any upset or angry customers in a calm and polite manner.  |
| <b>Environmental</b> | You will be working both indoors and outside and may be exposed to the elements. Appropriate PPE and uniform will be provided for you and you have some flexibility to alter your work plan to suit the weather accordingly.   |

## PERSON SPECIFICATION

| Factor  | Essential  | Desirable  |
|---|--|--|
| <b>Qualifications and Attainments:</b>              | <p>A Full Clean driving licence with as a minimum, a C1E category allowing you to drive vehicles between 3,500 and 7,500kg MAM and a trailer over 750kg where the combined MAM of both can't exceed 12,000kg.</p> <p>Experience towing heavy, large multi-axle trailers</p>  | <p>A Background in the use and maintenance of Green Keeping and Grounds machinery &amp; equipment</p> <p>The use of computers and windows based programs in particular the use of emails</p> |
| <b>Knowledge and Experience:</b>                    |  | Vehicle maintenance  |
| <b>Additional Requirements (e.g. competencies):</b> | <p><b>Communication:</b> the ability to convey and receive messages, verbally, non-verbally and written, in a positive and effective way.</p> <p><b>Problem solving &amp; decision making:</b> The ability to identify, research, analyse and resolve problems and make informed and effective decisions to enable Edinburgh Leisure to deliver great customer service.</p> <p><b>Teamwork:</b> This is about how individuals behave toward other people and how this can impact on the dynamics and success of each team that they are part of.</p> |  |

## DISCLOSURE/PVG REQUIREMENTS

A **BASIC** disclosure is required for this post.

**I have read and understand this job description and I am clear about what is expected of me in this job.**

**Signed .....**

**Date .....**