

## 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, charge-hand mechanic, 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.
5. Drive, collect and move vehicles as required.
6. Collect spares 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 minimising any risk of additional damage or 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**

You will be required to undertake other duties appropriate to your grade as directed.

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>