

# Job Profile

| Position Details |                                 |
|------------------|---------------------------------|
| Post             | Technical Assistant – Car Parks |
| Service Area     | Environment and Neighbourhoods  |
| Reports to       | Parking Enforcement Team Leader |
| Grade            | SC4                             |
| Job Family       | To be completed by HR           |

| Role Purpose   |
|--|
| The post holder will work five days over seven and be responsible for routine maintenance, cleaning and up keep of the Bury Rd Car Park and the service yard. The post holder will also undertake the changing of signage in connection with Event Day parking restrictions. |

| Main Responsibilities   |
|---|
| <ul style="list-style-type: none"><li>- To carry out minor repairs, maintenance, cleaning and upkeep of the Bury Rd Car Park and its service yard, including minor repairs to lighting in the car parks and shared use areas.</li><li>- To liaise with contractors, reporting faults and confirming that works have been appropriately carried out.</li><li>- To operate machinery and equipment in accordance with safe working practices and ensure that personal protective equipment issued for own use is worn correctly at all appropriate times.</li><li>- To ensure adequate stocks and storage of industrial cleaning materials and other supplies required for the running of the car park.</li><li>- To be responsible for the opening and closing of the car park undertaking basic checks to ensure that there are no obvious risks to customers.</li><li>- When required to undertake the changing of signage in connection with Event Day parking restrictions, both before and after events.</li><li>- To identify and report faults / risks to appropriate departments or to senior management.</li><li>- To report faults with the lifts and liaise with the service engineers to arrangements repairs and general maintenance.</li><li>- To assist with the installation of pay and display machines and understand requirements for their safe operation.</li></ul> |

| Main Responsibilities   |
|---|
| <ul style="list-style-type: none"> <li>- To occasionally drive from car park to car park to carry out inspection. Primarily based in Bury Road Car Park.</li> </ul> |

| Generic Responsibilities  |
|---|
| <ol style="list-style-type: none"> <li>1. To exercise health and safety at work responsibilities in relation to the duties of the post; in particular to have regard to own safety and that of other staff, contractors, and the public using the car park</li> <li>2. To be aware of the risks associated with handling industrial cleaning materials, and to ensure their appropriate and safe storage.</li> <li>3. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.</li> <li>4. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.</li> </ol> |

| Knowledge, Qualifications, Skills and Experience  | Essential or Desirable     |
|---|----------------------------|
| <b>Experience</b> <ul style="list-style-type: none"> <li>- Of general maintenance</li> <li>- Of dealing with public</li> </ul>  | E<br>E                     |
| <b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>- Basic knowledge of maintenance routines</li> <li>- Knowledge of industrial cleaning equipment and materials</li> <li>- Use of technical equipment</li> <li>- Knowledge of health and safety requirements – personal safety and in maintaining a public facility</li> <li>- Valid full driving license</li> <li>- Understanding of Haringey's Values</li> </ul> | E<br>E<br>E<br>E<br>E<br>D |

| Main Contacts & Other Information   |
|---|
| <p><u>Main Contacts:</u></p> <p><u>List main contacts the postholder will deal with in the role.</u></p> <ol style="list-style-type: none"> <li>1. Contractors</li> <li>2. Members of the public</li> </ol> |

| Organisational Structure |
|--------------------------|
|--------------------------|

Please provide organisation structure chart.

Additional Information

Please complete the additional information as fully as you can.

| Supervision / Management of People   |               |               |                |               |
|--|---------------|---------------|----------------|---------------|
| Please indicate which group best describes the total number of staff the post holder is responsible for: |               |               |                |               |
| None   | Up to 5 staff | 6 to 15 staff | 16 to 49 staff | 50 plus staff |
| ✓  |               |               |                |               |
| Are the staff based at the same work location?   |               |               |                | N/A           |
| Will the post holder be responsible for contract / agency / project staff?                               |               |               |                | N/A           |

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.  
 If Yes, please provide an estimate of the % of their working day this involves.

| Work Environment  |        |                  |  |        |                  |
|---|--------|------------------|--|--------|------------------|
| Activity  | Yes/No | % of working day | Activity   | Yes/No | % of working day |
| Office duties.  | Yes    |                  | Use of a computer.   | Yes    |                  |
| Audio typing.   | No     |                  | Crisis or conflict situations.   | No     |                  |
| Walking more than a mile.   | No     |                  | Manual handling.   | Yes    |                  |
| Working alone or in isolation.  | Yes    |                  | Working in confined spaces.  | Yes    |                  |
| Driving a car, van or minibus.  | Yes    |                  | Preparing or serving food.   | No     |                  |
| Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.                         | No     |                  | Working in awkward positions, e.g. stooping, bending, reaching.                | Yes    |                  |
| Exposure to substances hazardous to health, including lead, asbestos or radioactive substances. | No     |                  | Operating heavy or hazardous machinery including forklifts, diggers or cranes. | No     |                  |
| Regular and repetitive movements.   | Yes    |                  | Working shifts / unsocial hours, nights.                                       | No     |                  |
| Outdoor work involving uneven surfaces.   | No     |                  | Standing or sitting for prolonged periods.                                     | Yes    |                  |

| Work Environment                           |        |                  |   |        |                  |
|--|--------|------------------|---|--------|------------------|
| Activity                                   | Yes/No | % of working day | Activity  | Yes/No | % of working day |
| Working shifts / unsocial hours / nights.  | Yes    |                  | Working at heights / on ladders, roof work.     | No     |                  |
| Teaching, or responsibility for, children. | No     |                  | Outdoor work involving extremes of temperature. | Yes    |                  |
| Electrical hazards.                        | Yes    |                  | Control and restraint.                          | Yes    |                  |

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|--|
| Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:  |
| N/A  |
| Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:   |
| N/A  |
| Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:   |
| Yes accountable for proper use of machinery and adhering to health & safety requirement  |
| Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:   |
| Cleaning materials   |
| Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations: |
| N/A  |
| Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:   |
| The post holder will be a key holder for the car park.   |