

Job Profile

Position Details	
Post	Technical Assistant – Car Parks
Service Area	Environment and Neighbourhoods
Reports to	Parking Enforcement Team Leader
Grade	SC4
Job Family	

Role Purpose
<p>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.</p>

Main Responsibilities
<ul style="list-style-type: none">- 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.- To liaise with contractors, reporting faults and confirming that works have been appropriately carried out.- 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.- To ensure adequate stocks and storage of industrial cleaning materials and other supplies required for the running of the car park.- 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.- When required to undertake the changing of signage in connection with Event Day parking restrictions, both before and after events.- To identify and report faults / risks to appropriate departments or to senior management.- To report faults with the lifts and liaise with the service engineers to arrangements repairs and general maintenance.- To assist with the installation of pay and display machines and understand requirements for their safe operation.

Generic Responsibilities
<ol style="list-style-type: none"> 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 2. To be aware of the risks associated with handling industrial cleaning materials, and to ensure their appropriate and safe storage. 3. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 4. To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.

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

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