



## Cumberland Council

### Post Specification

<b>Date</b>	<b>September 2023</b>
<b>Post Group Number</b>	<b>7228</b>
<b>Post Title</b>	<b>Drive Technician</b>
<b>Job Family</b>	<b>Operations</b>
<b>Job Family Role Profile</b>	<b>OP3</b>
<b>Final Grade</b>	<b>Grade 6</b>

To be read in conjunction with the job family role profile

#### Service Area description

Provider Services – Community Equipment Service

The Community Equipment Service provides a range of equipment and services to Health and Social Care customers to enable people to continue to live at home and to remain independent for as long as possible.

#### Purpose of this post

The role of the Driver Technician is to assist in the efficient and effective delivery of a range of activities related to quality equipment provision by using agreed processes and practices.

#### Key job specific accountabilities

1. Undertake driving and delivery duties across Cumbria to deliver, fit, demonstrate, and adjust equipment to ensure it works effectively so risks to customers are minimised and statutory requirements are met
2. Undertake collection duties to ensure equipment is dismantled and uplifted safely, efficiently and respectfully in order for it to be returned to stores for the purpose of refurbishment and re-issue
3. To drive vehicles as dictated by license conditions which will include carrying out daily vehicle checks as per the CCC driver's manual.
4. Responsibility for ensuring all relevant documentation and instructions are provided to the equipment user
5. Maintain and contribute to relevant records using appropriate electronic and paper-based systems to ensure records are complete and accurate
6. Communicate with customers and their carers in a sensitive and informative way to ensure equipment is delivered, demonstrated, or collected appropriately.
7. Comply with all relevant Health and Safety procedures e.g. Incident Reporting, Infection Prevention, Manual Handling, Road Traffic Act, PPE, to ensure the safety of self, colleagues and customers

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>	
<ul style="list-style-type: none"> <li>• Basic literacy and numeracy skills</li> <li>• Experience of working with members of the public preferably in a care related environment</li> <li>• A full driving licence with at least 1 years driving experience</li> <li>• Physically fit with the ability to lift heavy items in accordance with Health and Safety procedures</li> <li>• Commitment to ongoing personal development through the attendance of regular training e.g. equipment familiarisation</li> <li>• Be committed to working as part of 'one team'.</li> <li>• Ability to work plan and organise daily activities to ensure work is completed efficiently and effectively and in line with the needs of customers</li> </ul>	
<b>Disclosure and Barring Service – DBS Checks</b>	
<ul style="list-style-type: none"> <li>○ DBS Enhanced – Adults</li> </ul>	
<b>Job working circumstances</b>	
<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Exposure to some situations that could be emotionally demanding</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Exposed to significant lifting and carrying, i.e. small plant and machinery, containers etc.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Normal working conditions in a range of locations including warehouse, customer domestic premises and care homes</li> <li>• Extensive travelling across Cumbria</li> </ul>
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>• Rota based work pattern to include weekends</li> </ul>	