



Job Description

Job Title:

Driver/Handy Person

Responsible To:

Logistics Manager

Responsible For:

None

Grade:

Grade 3, Spinal Column Point 7-8, £13,205.14 - £13,415.69 (FTE £26,403- £26,824)

Hours:

18.13 hours per week

(Proposed work pattern; 2 days Week 1, 3 days Week 2 and an allotted 30-minute break between 12.30 and 13.00

i.e. Week 1 Thursday & Friday and Week 2 Monday, Tuesday & Wednesday)

Location:

Fleet and Engineering Services, Service Training Centre, West Way, Euxton, Chorley, PR7 6DH.

Other terms and conditions:

- National Joint Council for Local Government Services (Green Book)
- Ad Hoc Car User

Special Requirements

- It is a requirement of the post that the post holder holds a current category 'B' (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service.
- Current C and E (Class 1) full driving licence and recent driving experience.
- This role is subject to a Standard Check by the Disclosure and Barring Service¹

¹ With effect from 6 July 2023, Fire and Rescue Authorities have been listed in Schedule 1 of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, meaning that all LFRS roles are subject to a Standard Level Disclosure and Barring Service (S) Check as a minimum. Some roles within the Service will be eligible for a higher level check depending on the duties of the role

Our Aim

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

Our Priorities

- Valuing our people so they can focus on making Lancashire safer.
- Preventing fires and other emergencies from happening.
- Protecting people and property when fires happen.
- Responding to emergencies quickly and competently.
- Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values 'Strive' reflects the behaviours we expect from our staff:

- Service: Making Lancashire safer is the most important thing we do.
- Trust: We trust the people we work with.
- Respect: We respect each other.
- Integrity: We do what we say we will do.
- Valued: We actively listen to others.
- Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

- Putting our communities first: we put the interest of the public, the community and service users first.
- Integrity: we act with integrity including being open, honest and consistent in everything we do.
- Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
- Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
- Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service's and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan](#).

Job Role

The role of the Driver/Handy Person is to contribute to the work of the Lancashire Fire and Rescue Service by directly providing a range of support services within the Fleet and Engineering Department.

Responsibilities

- Ensure operational support vehicles, Reserve Appliances and Operational equipment based within LFRS and LCC workshops are kept roadworthy, safe, clean and in a constant state of operational readiness.
- Responsible for movement of appliances, equipment and vehicles between stations, workshops, manufacturer's premises and nationally as the service requires.
- Carry out routine checks, cleaning and basic upkeep of pool car fleet and other LFRS support vehicles, ensuring they remain roadworthy, safe and ready for use as required.
- Cleaning and maintenance of workshop areas, tools and equipment and the collection of spare parts from suppliers etc.
- Responsible for securing, maintaining and protecting vehicles and appliances in storage/transit.
- Assist engineers in the commissioning and fitting out of new vehicles and stripping vehicles prior to disposal.
- Assist with the tracking and management of reserve appliance, tyres, wheels and operational equipment.
- Support the continuous delivery of services.
- Be flexible in responding to change and different workload demands as the service requires.
- Load heavy equipment including but not exclusively: BA cylinders, lifting gear, lengths of hose etc and Ladders. This may include loading equipment for transportation.
- Demonstrate a commitment to personal development and actively participate in the appraisal process.
- To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
- Promote a positive image of the Service in dealing with all other organisations and members of the public.
- To promote the principles of equality and diversity and comply with Lancashire Fire and Rescue Service Equality, Diversity, and Inclusion Policy at all times.
- To observe all rules governing health and safety and use safety equipment where it is provided.
- To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
- The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. (Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.)

Optional for uniformed grey and green book

Employee Specification

Please note all criteria are essential unless otherwise stated.

Qualifications

- Current LGV Category 'C' driving licence and recent driving experience.
 - If you have any penalty points on your Driving Licence, clearance would have to be obtained before you could be offered the appointment.
 - If a suitable candidate holds a current C1 licence issued before 1 January 2007 and does not hold LGV Category C licence, then training will be provided for LGV C(Automatic) and it will need to be completed within six months of the date of appointment.

Experience

- Experience of carrying out routine checks on vehicles to ensure they are roadworthy and safe and ready to use. Experience of checking/general maintenance of equipment for safety to use.
- Experience of working as part of a small team and under own initiative.

Knowledge, Skills, and Abilities

- Appreciation of good customer care practices and good communication skills.
- The ability to apply a knowledge of safeguarding (as appropriate to the role)
- The ability to apply knowledge of health and safety as it is applicable to the job role.
- A commitment to inclusion, equality, and diversity.

Desirable

- To become competent in the repair and maintenance of helmets to maintain compliance (Manufacturers training course will be provided)
- Ability to work within a disciplined uniformed service.
- Working knowledge of goods ordering, receipt and delivery systems and record keeping.

Special Requirements of the Post

- It is a requirement of the post that the post holder holds a current category 'B' (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service as detailed in the terms and conditions of the post, see further details.
- It is a requirement of the post that the post holder holds a current category C+E full driving licence.
- The job involves the need to load heavy equipment for transportation and involves physical work.

- The post holder must be able to gain access to all parts of the Fire Stations, some of which are above ground level and others which involve movement over uneven surfaces.

Terms and Conditions

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Location:

Fleet and Engineering Services, Service Training Centre, West Way, Euxton, Chorley, PR7 6DH

Car Parking:

Free Car Parking Facilities are available at Service Training Centre

Pension:

Local Government Pension Scheme

Annual Leave Entitlement:

Green Book

The annual leave year for business support staff runs from 01 April to 31 March.

The scale of annual leave is as follows: -

Up to spinal column point 13

0-5 years: 23 days

5-9 years: 28 days

10 years and above: 28 days

Plus, bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at Lancashire Fire and Rescue Service Headquarters are also required to take some additional annual leave to facilitate the Christmas closure.

Other Terms and Conditions:

- National Joint Council for Local Government Services.
- Ad Hoc Car User

Car Categorisation

Ad Hoc

Current Category 'B' (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.

If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the "Lancashire Fire and Rescue Service Ad Hoc Car User Scheme".

The vehicle provided must be fit for purpose and meet the following requirements:

- Valid MOT test certificate.
- Maintained in accordance with the manufacturer's recommendations, kept in good condition and be always fully road legal.
- Insured for you to drive on official business journeys.
- It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation.

Clearances:

- Satisfactory references
- Standard Disclosure and Barring Service Check²
- Occupational Health Assessment

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority.

Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their act or omissions.

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.

² With effect from 6 July 2023, Fire and Rescue Authorities have been listed in Schedule 1 of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, meaning that all LFRS roles are subject to a Standard Level Disclosure and Barring Service (DBS) Check as a minimum. Some roles within the Service will be eligible for a higher level check depending on the duties of the role