



DAUGHTERS OF CHARITY SERVICE

For Persons with Intellectual Disability

JOB DESCRIPTION

JOB TITLE: DRIVER / MAINTENANCE PERSON

RESPONSIBLE TO: ADMINISTRATOR

EMPLOYING AUTHORITY: DAUGHTERS OF CHARITY

DUTIES AND RESPONSIBILITIES

1. Driving a company vehicle in connection with deliveries or collections as may be required.
2. Ensuring prior to departure that the vehicle is checked and in good running order.
3. Keeping appropriate records of mileage, petrol and maintenance carried out and completing such returns as are required.
4. Requisitioning and receiving petrol, diesel, oil and spare parts.
5. Overhauling and cleaning on a regular basis the inside and outside of coach and equipment - seats and paintwork, floors and windows. Ensuring a high standard of cleanliness and hygiene is maintained.
6. Ensuring passengers enter and exit the vehicle in an orderly manner. Maintain a high standard of safety on the vehicle, ensuring that each person wears a seat belt and that standing is not permitted during a journey.
7. Keeping the Administrator or Maintenance Supervisor aware of drivers location.
8. Reporting accidents or incidents promptly and accurately.
9. Being familiar with emergency procedures and ensuring at all times that the health and safety statement is fully adhered to.
10. Loading and unloading the vehicle as may be required.
11. Maintaining a high standard of safety in relation to driving and other duties.
12. Carry out regular servicing and repair to boilers and oil burners, ensuring that the boiler house is kept in a proper state of repair both inside and outside.
13. Ensure that the standby pumps are used on a rotating basis thus ensuring even wear of all pumps.
14. Inspecting all safety valves or pressure vessels on a regular basis thus ensuring that they are safe and in good working order.
15. Repairing furniture, fittings, domestic appliances and other items under the instruction of the maintenance supervisor.
16. Brazing, welding or soldering items of furniture or utensils as may be required from time to time.
17. Ensuring all glass breakages are attended to immediately and rendered safe.

18. Making repairs to wheelchairs, repairing punctures etc. as may be required.

...../ **Driver / Maintenance Person**

19. Undertake plumbing repairs as necessary to drains, toilets, bathrooms, laundry and other areas as requested by the maintenance supervisor.
20. Return all materials and tools to the stores after the completion of each job.
21. Assisting in the removal or re-positioning of furniture as may be required from time to time.
22. Where required undertake painting, decorating and carpentry jobs, ensuring a high standard of workmanship at all times.
23. Ensure all used paint and brushes are cleaned and returned to the stores after each job.
24. Replacing electrical fittings and carrying out electrical work as may be required from time to time.
25. Ensure that the work area is as neat and tidy as is possible at all times, particularly when working inside the building, thus avoiding possible accidents.
26. When using equipment such as power tools ensure that these are used competently.
27. Being aware of emergency procedures and ensuring that the health and safety policy of the service is strictly adhered to.
28. Maintaining a high standard of cleanliness and hygiene at all times in relation to work area.
29. Ensure that each person with an intellectual disability is treated with the utmost respect and dignity at all times.
30. Maintaining a high standard of confidentiality relating to work at all times.
31. Maintaining a high standard of work performance, attendance, appearance and punctuality at all times.
32. Participating in service Annual Performance Review System.
33. Ensure good working relationships are maintained with colleagues.
34. In the absence of the Maintenance Supervisor check maintenance book at reception and carry out any outstanding work.
35. Any other duties as may be assigned from time to time.

The above job description is not intended to be a comprehensive list of duties and responsibilities and consequently the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post when in office. This job description may change in line with the changing needs and objectives of the Daughters of Charity Service.

Core Competencies

Quality Service

- Adopts a person centered approach and supports service users with empathy, compassion and respect.
- Demonstrates a commitment to achieving a high standard result.
- Is flexible and adaptable to meet unanticipated demands.
- Complies with organisational policies and procedures at all times.
- Understands, demonstrates and respects the rights of all service users and families

Planning & Organising

- Demonstrates the ability to plan and deliver the duties of the role in an effective and resourceful manner within a model of person centered care.
- Adopts a systematic approach to planning, organising and managing workload.
- Able to multi task without losing focus.
- Manages competing and changing priorities effectively.
- Demonstrates a flexible and adaptable approach in a changing environment.
- Deals with issues in a timely manner.
- Demonstrates a high level of attention to detail

Professionalism

- Approaches all tasks in a confident manner.
- Shows pride in one's profession.
- Demonstrates honesty and integrity: holds a strong code of ethics.
- Maintains appropriate and professional boundaries.
- Manages personal problems to minimise impact on work or professional relationships
- Respects confidentiality and discretion in all work related matters.
- Pays attention to dress code and professional appearance.
- Shows an enthusiastic and committed attitude to ones work.
- Understands scope of practice.
- Understands the need to apply service and/or professional standards, policies and procedures
- Demonstrates self-belief in own potential and ability.

Continuous Learning & Development

- Shows enthusiasm and motivation for work.
- Willing to use opportunities to improve, learn and develop self.
- Regularly participates in on the job learning.
- Stays current in own field of expertise.
- Is open to constructive feedback, acknowledges own limitations.
- Understands role and boundaries of other disciplines.
- Initiates and undertakes mandatory training.
- Takes responsibility to ensure learning and understanding of new ideas and procedures.
- Self evaluates own performance to continuously improve personal development.

Organisational Knowledge

- Understands the mission and core values of Daughter of Charity Disability Support Services.
- Is aware of the multiple services provided by the Daughters of Charity.

- Familiar with professional bodies.
- Is knowledgeable of regulations and where relevant applies practice in accordance with legislation to area of work.
- Has the skill set to access computer systems and ability to learn new IT system's
- Knowledgeable of professional standards, policies and procedures relevant to discipline.
- Understands how own scope of practice fits with the organisation.

Innovation & Creativity

- Demonstrates a can do attitude.
- Generates new ideas.
- Shows enthusiasm for trying new ways of doing things.
- Voluntarily puts forward suggestions for improvements.
- Promotes improvement ideas to colleagues.
- Takes a creative approach to work by exploring a range of options whilst keeping an open mind.
- Effectively applies existing practices or processes to new work situations to benefit the service and service users.
- Takes appropriate action to address inefficiencies in work processes and establishes improved ways of getting the job done

Leadership Potential

- Successfully modifies behaviour to embrace change.
- Energetic and Inspires others through own positive attitude.
- Creates trust by being honest, reliable and consistent.
- Can be directive without being dictatorial.
- Blends a focus on results with a caring and sensitivity for individuals.
- Demonstrates the ability to be flexible in relation to hours of work and roles and responsibilities.
- Responds positively to new demands and requirements.

Problem Solving & Decision Making

- Makes timely, intuitive decisions to achieve successful outcome.
- Identifies and uses appropriate sources of information when making decisions.
- Supports views with sound logic reasoning.
- Reasons systematically and logically through issues.
- Demonstrates common sense when dealing with every day issues that arise.
- Knows when to ask for help and guidance from supervisor and/or colleagues

Team work

- Contributes consistently and positively to team activities.
- Projects a warm and appropriate professional demeanour at all times.
- Is accepting of diverse values and beliefs.
- Helps others: willing to take on different tasks/roles accordingly to the needs of the team.
- Expresses views and professional opinion at team meetings.
- Knows when and where to consult with other members of the team.
- Is responsive to the needs of other team members: shows empathy.
- Balances listening to others ideas with sharing own thoughts.
- Considers how ones behaviour may impact others.
- Has the knowledge and confidence to identify and personally manage own workplace disagreements locally at an early stage and knows when to seek support of management.

Communication & Interpersonal Skills

- Communicates openly and honestly.
- Shows empathy when handling delicate or sensitive issues.
- Shows patience when dealing with others.
- Considers how ones behaviour may impact others.
- Clearly and confidently articulates ideas and opinions and their underlying rationale.
- Draws on a variety of communication methods to fit/situation circumstances.
- Open listening: asking clarifying questions and makes eye contact.
- Demonstrates positive body language.
- Knows when to speak, what to talk about, with whom, when, and where.
- Communicates effectively in English language, written and spoken, as appropriate to job requirements.
- Numerate and Literate.