



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: Resources
AREA/DEPT: Corporate Assets
FAU:
SECTION: Building and Technical Services
JOB TITLE: **PORTER**
REPORTS TO: Maintenance Officer
CURRENT RANK/GRADE: **AA**
DATE: June 2020

1. **JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To provide an efficient portering service to the force, ensuring prompt attention to maintenance of buildings, deliveries and requests for removals of all kinds.

2. **PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Relocate items of all descriptions around Police premises, to include furniture, office equipment and stores, ensuring compliance with Health and Safety legislation and thus providing quick and efficient response to customer requests.
- b) Accept and distribute deliveries of goods and ensure all appropriate administration is actioned and concluded. When necessary, arrange for the transport of goods and equipment between different locations including loading and unloading of vehicles using where necessary mechanical aids. In addition provide support for the Despatch Drivers when necessary.
- c) Carry out daily maintenance inspections of main locations, following an agreed 'check list' and establish and carry out general maintenance tasks, for example, changing light bulbs, plunging blocked sinks/toilets. Utilise the Corporate assets helpdesk to report faults to the fabric of the buildings and maintain a record of completed general maintenance tasks to enable current condition of the site to be noted. Record service meter readings and dip fuel tanks enabling correct information to be sent to suppliers and accurate records to be kept.

- d) Liaise with external and internal visitors and contractors to the building, providing an initial point of contact and, when required, escorting visitors during their stay to ensure the security of Police premises is not compromised. The post holder will be an authorised signatory for Contractors attendance records and time sheets, and will supervise contractors as and when required. Ensure compliance with Health and Safety and any restrictions placed upon the Contractors by Corporate Assets regarding access to plant rooms and any other restricted areas in stations.
- e) Conduct fire alarm tests at regular intervals and, when required, assist with scheduled fire drills. In consultation with the Maintenance Officer/ Maintenance Assistants conduct a weekly test of emergency generators, CCTV monitors reporting faults and maintaining detailed records of works carried out to ensure that legislative and health and safety requirements are met.
- f) Sort and remove refuse and confidential waste from designated points inside the premises to exterior collection points, to include shredding of waste when required. Arrange for waste collection by the contractor when sufficient waste has been accumulated.
- g) Sweep and, if necessary swill, outside areas of Police premises focusing on car parks and entrances, ensuring safe access for both employees and members of the public and the maintenance of the exterior appearance of the premises.
- h) Spread salt/grit in car parks and paths in periods of frost or snow in accordance with Force gritting procedures, ensuring safe access to and egress from Police premises for all users of the buildings, taking due account of weather forecasts so that salt/grit is used as a preventative measure. Remove all salt/grit when the period of cold weather is over, returning outside areas to their normal tidy appearance.
- i) Carry out any site-specific duties that may be required to ensure the efficient running of the site and compliance with legislation. This will include feeding lost dogs temporarily housed in kennels and cleaning of the kennels, changing towels in workshops, setting up classrooms and security checks of doors and windows, although this is not an exhaustive list.

3(a) KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

The postholder requires detailed knowledge of the location from where they are sited, to include knowledge of departments, their functions and location within the building and the nature of any explosive material, for example, paint aerosols, incapacitants, gas bottles stored on site.

It is desirable that the post holder has a clean driving licence together with access to and use of a reliable car to enable the postholder to travel between locations efficiently.

Knowledge of the location of security and fire alarm panels, fire doors, extinguishers (and of which type), water hydrants, pumps, tanks, gas taps, electrical trip switches, first aid boxes, security doors, keys and security and intruder alarm codes are essential to this post.

The postholder must be fully conversant with all emergency fire and bomb evacuation procedures.

The ability to understand and respond to site computerised alarm systems located throughout is a necessity and knowledge of how each system works. Sufficient technical knowledge is required to be able to silence and reset alarms

The post holder must have the ability of carrying out routine maintenance tasks to the fabric of the buildings.

The postholder must have knowledge of the organisation and policies of the Force, including Corporate Asset policies and procedures in relation to the working environment at a Police site.

The ability to prioritise tasks on an extremely diversified site is a necessity in order to provide an effective and efficient service without compromising the security and safety aspects of the role. The postholder must be flexible and will be to change duties and work at different locations as required.

The postholder should possess a current full driving license or be able to demonstrate that they are working towards obtaining a license and be prepared to undertake a Police driving assessment to be an approved driver.

The postholder must attend fire safety, risk assessment and manual handling courses and will be trained and certified in accordance with Road Traffic (Carriage of Dangerous Substances in Road Tankers and Tank Containers) Regulations 1992, Schedule 4.

The postholder should have knowledge of and the ability to utilise Force computer systems, mobile telephony and other IT systems, including knowledge of the Corporate Asset Helpdesk system, Maintenance Master, for reporting faults.

The postholder will be required to carry out the role at a number of sites.

3(b) (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

4. RELATIONSHIPS:

(a) Supervisory responsibilities:

N/A

(b) Supervision Received:

The postholder reports to the Maintenance Officer. Contact will be face-to-face at least weekly and at other times via e-mail or telephone.

(c) Other Contacts:

(i) Within Merseyside Police:

Daily contact with Police Officers and staff of all ranks and grades.

(ii) Outside Merseyside Police:

Regular contact with visitors, contractors and delivery drivers

5. CONTEXT:

(a) Operating Environment: (Services provided, work patterns, who are the customers).

To provide a force wide portering service, maintaining a safe working environment for all customers and visitors to the sites.

Working a 36.5hr week, the hours are not a flexible working arrangement and will be agreed locally.

(b) Framework and Boundaries: (Policies and procedures which affect you and how these can be changed).

Force Policies and Procedures, Departmental Policies and Procedures, fire alarm and bomb evacuation procedures, Health and Safety Legislation, site security procedures and Manual Handling training.

(c) Organisation: (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

6. **DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: N/A

Staff: N/A

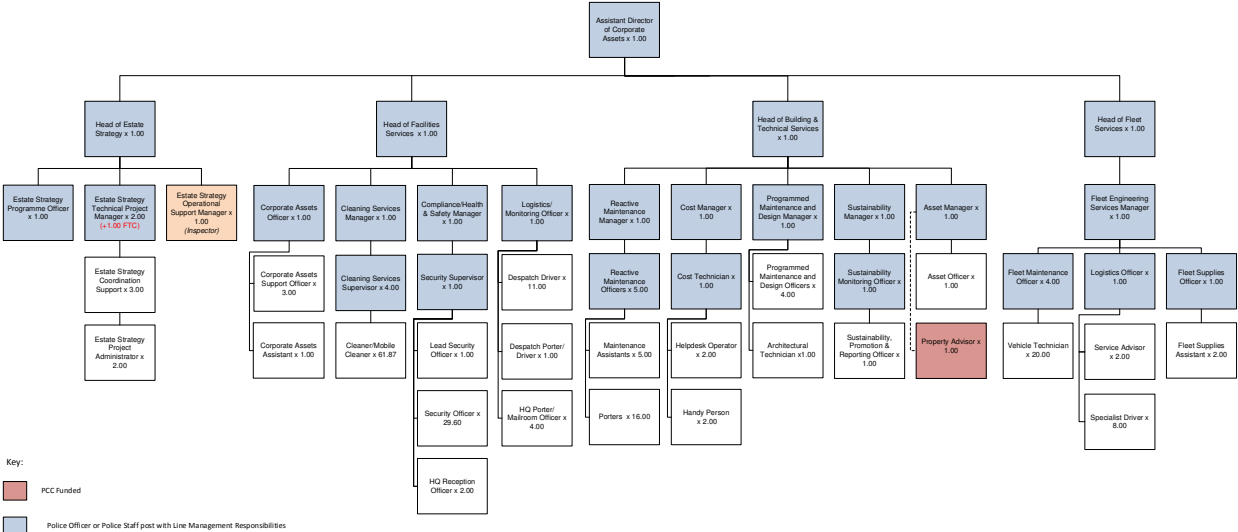
Other: N/A

7. **JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

To ensure all tasks are completed and a safe environment maintained at all locations within their remit

8. **ADDITIONAL INFORMATION:**
(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

9. **ORGANISATIONAL STRUCTURE:**
(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



10. **AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:
(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn