**RESERVE FORCES’ AND CADETS’ ASSOCIATION FOR THE NORTH WEST OF ENGLAND AND ISLE OF MAN**

**JOB DESCRIPTION**

Job Title: **Camp Operative**

Department: Altcar Training Camp

Grade: Zone 1

Reporting to: Quartermaster

Counter Signing Officer: Commandant

General Information:

The Camp Operative Zone 1 will be responsible to the Commandant (C2) via the Quartermaster (D) for support at Altcar Training Camp.

**The Key Tasks and Outputs are:**

1. Driving of all vehicles including Camp and Range safety vehicles, Tractors and Fork Lift Trucks. Maintenance of all vehicles equipment, apparatus and stores within your specified area of responsibility on the Estate.

2. Must be familiar with material regulations appertaining to stores and the control of stores for issuing to customers.

3. Carry out weekly checks of all fire equipment throughout the Estate for correctness as per the register. Also check serviceability ensuring that any appliance falling below standard is reported and rectified.

4. Ensure that the cleanliness of all areas within your specified area of responsibility is maintained to a high level.

5. Must be prepared to carry out any other duty on the estate that is within his/her capabilities.

6. Must be prepared to work weekends and bank holidays as required.

7. Knowing and understanding his/her responsibilities under current Health and Safety legislation.

8. Minor repairs to Estate property.

9. Cleaning of roads and verges.

10. Repairs to fences and signs, including the boundary fences and signs.

11. Care and maintenance of all grassed areas including cutting, ditching and the cleaning and maintenance of vehicles and machinery on completion.

12. Painting as directed by Line Manager.

13. Movement of stores and equipment around the Altcar Estate.

14. Planting trees and ensuring the upkeep of the Estate woodlands.

15. Any other task as directed by the Line Manager or nominated Deputies/Camp Commandant or Chief Executive.

16. Duties specific to Camp complex.

a. Control all laundry and bedding.

b. Be responsible for the march in march out of accommodation as directed by the Quartermaster.

17. Duties specific to the Range complex.

a. Maintenance of butts, revetments and firing points as directed by the Range Liaison Officer (RLO).

b. Manufacture and repair of targetry.

Other Features:

* This job description should be discussed/read with the line manager at the time of receiving the annual Performance Development Report (PDR).
* This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent.

Signature of Employee

………………………………………… ………………………….

Zone 1 Date

Signature of Line Manager

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Mr Philip McGlashan Date

Grade D

May 2018

**PERSON SPECIFICATION – CAMP OPERATIVE 1**

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| --- | --- | --- | --- | --- | --- |
| Serial | Competence | Essential | Desirable | Evaluation | Comments |
| 1 | Must have previous experience in a labouring capacity | √ |  | AF/I |  |
| 2 | Must be familiar with material regulations appertaining to stores and the control of stores | √ |  | AF/I |  |
| 3 | Must be flexible in their approaching to working and be prepared to work weekends and Bank Holidays | √ |  | AF/I |  |
| 4 | Must have a valid driving licence and be able to self drive | √ |  | AF/I/E |  |
| 5 | Be certified on the use of a Fork Lift Truck |  | √ | E |  |
| 6 | Must have a current understanding of the relevant H& S regulations |  | √ | AF/I |  |

AF- Application Form, I – Interview, PA – Practical Assessment, E – Evidence