



THE ROLE

Supply & Logistics Driving Assistant

Department: Supply & Logistics
Role Code: TS07
Grade/Rank: Scale 2
Responsible to: Supplies Officer and Supplies Supervisor
Responsible for: No line management responsibility

Job Purpose:

To protect and save life, property, and the environment by assisting with the efficient running of the Central Stores, including carrying out all duties required to provide stocks and other supplies to Essex County Fire & Rescue Service (ECFRS).

Main Duties and Responsibilities:

Driving Duties

1. Maintain allocated vehicle in a clean and roadworthy condition at all times. Carry out all routine safety checks and maintain records as required
2. Collect and deliver internal mail. Distribute to, collect and sort mail from stations on allocated daily route.
3. Check, sort, and load stores goods, ensuring the load and vehicle are secure at all times. Distribute throughout daily allocated route. Collect defective equipment and 'returned' stores items on FB41 or FB84. Where necessary exchange items of operational equipment with van stock
4. Carry out the following on behalf of Technical Services Workshop:
 - Check inventory of Breathing Apparatus (BA) cylinders held on stations and adjust accordingly.
 - Periodical check of BA cylinder serial numbers and withdraw for annual testing as directed.

- Exchange defective BA sets with stations as required, according to the administrative tracking procedure of Technical Services Workshop.
 - Check BA cylinder pressures.
5. As directed, respond to major incidents to collect, sort and redistribute hose and equipment. Collect and delivery bulk stores and equipment to Service establishments and suppliers using Stores 7.5-ton cargo vehicle, or other large cargo vehicles as required.
 6. Option to support the Services out of hours Stores function, attending stations/incidents out of the normal working hours for additional payment.

Stores Duties

7. To assist in the correct receipt action for deliveries from suppliers. Check associated documentation with goods received, including use of IT systems to assist in this process.
8. To prioritise and prepare daily issues to provide an efficient and effective supply service, including use of IT systems to assist in this process.
9. To assist, as necessary, with the processing of repairable and repaired items, including use of IT systems to assist in this process.
10. To be responsible for the preparation, recording and movement arrangements of freight by external contractors.
11. To assist in the maintenance and cleanliness of stores areas and associated equipment with particular regard to health and safety requirements.
12. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
13. Any other duties commensurate with the responsibilities and grading of the post.