

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

**JOB DESCRIPTION**

**Job Title:** Camp Operative 1 (Skill Zone 1)

**Grade:** Skill Zone 1

**Department:** Altcar Training Camp

**Line Manager:** Quartermaster (QM) (Crown Servant - Grade D)

**Countersigning Officer:** Camp Commandant (Comdt) (Crown Servant - Grade C2)

**GENERAL**

1. The Camp Operative is responsible to the QM and forms part of the following Team:
  - 1 x Camp Commandant (Grade C2)
  - 1 x Quartermaster (Grade D)
  - 1 x Range Liaison Officer (Grade D)
  - 1 x Admin Officer (Grade E1)
  - 2 x Zone 3
  - 8 x Zone 2
  - 5 x Zone 1
  
2. The incumbent must be prepared to work weekends and bank holidays. The weekly working pattern for the appointment is any 5 days in 7 over the 7 day week. If working overtime during the weekend, it is paid at plain time rate with a day of in lieu.

**KEY TASKS AND RESPONSIBILITIES**

3. The Camp Operative key task and responsibilities include:
  - a. 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.
  - b. Must be familiar with material regulations appertaining to stores and the control of stores for issuing to customers.
  - c. 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.
  - d. Ensure that the cleanliness of all areas within your specified area of responsibility is maintained to a high level.

- e. Must be prepared to carry out any other duty on the estate that is within his/her capabilities.
- f. Must be prepared to work weekends and bank holidays as required.
- g. Knowing and understanding his/her responsibilities under current Health and Safety legislation.
- h. Minor repairs to Estate property.
- i. Cleaning of roads and verges.
- j. Repairs to fences and signs, including the boundary fences and signs.
- k. Care and maintenance of all grassed areas including cutting, ditching and the cleaning and maintenance of vehicles and machinery on completion.
- l. Painting as directed by Line Manager.
- m. Movement of stores and equipment around the Altcar Estate.
- n. Planting trees and ensuring the upkeep of the Estate woodlands.
- o. Any other task as directed by the Line Manager, Supervisors, Camp Commandant or Chief Executive.

4. 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.

5. Duties specific to the Range complex.

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

Other Features:

- This job description should be read and discussed with the line manager each year during the annual Performance Development Report (PDR) process.
- This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent

## PERSON SPECIFICATION – CAMP OPERATIVE 1

Serial	Competence	Essential	Desirable	Evaluation
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 your approaching to working and be prepared to work weekends and Bank Holidays	√		AF/I
4	Must have a valid driving licence	√		AF/I/E
5	Be certified on the use of a Fork Lift		√	E
6	Must have a current understanding of the relevant H& S regulations		√	AF/I
7	Must have or will be trained in Fire Training and safety		√	AF/I/E
8	Must be able to work as part of team	√		AF/I
9	Understand the reasons for cleanliness on the Camp	√		I
10	General knowledge of vehicle maintenance		√	AF/I

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

**Signature of line manager**  
**Name: Mr P McGlashan**

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Date .....

**Signature of post holder**  
**Name:**

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Date .....

**Dated 17 April 2019**