

**RICHMONDSHIRE DISTRICT COUNCIL  
LANDLORD SERVICES – REPAIRS AND MAINTENANCE  
JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>STORES AND PURCHASING ASSISTANT</b>	<b>POST NUMBER</b>	<b>LLS MTN 05</b>
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**MAIN PURPOSE OF JOB:**

To support the Purchasing and Stores Manager in the provision of a comprehensive and cost effective stores/purchasing service to meet the requirements of the Authority and Richmondshire's Landlord Service within the constraints and procedures laid down by Standing Orders and Financial Regulations.

**SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

None

**SUPERVISION AND GUIDANCE:**

Purchasing and Stores Manager  
Team Leader – Repairs and Maintenance

**RANGE OF DECISION MAKING:**

Assist the Purchasing and Stores Manager with matters relating to the stores and Purchasing function, together with the use of the computerised stores system. To deal with day to day issues regarding the supply of materials to the Council's Repair and Maintenance employees in their undertaking of repairs on council owned properties.

**RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:**

Responsible for all materials received and issued through the stores.

**RANGE OF DUTIES AND RESPONSIBILITIES**

1. To develop knowledge of products and alternative products/faults and benefits to enable both replacements and repairs of materials as required
2. To liaise with suppliers and/or purchasing consortia to obtain maximum discounts
3. Co-ordinate and supervise the store service including receiving and issuing goods, materials, fuel, etc. as required
4. Collate, maintain and complete control of information records and documentation for the purchasing and stores functions.

- 5 Ensure the requirements of Standing Orders relating to stock checks are complied with.
- 6 To provide an efficient and secure material supply system for the Authority.
- 7 Assist the Stores & Purchasing Manager in the review and development of the various records, stores, computer systems etc.
- 8 To ensure the efficient use of resources with regard to equipment, materials and personnel
- 9 Ensure that the Regulations are implemented and maintained in respect of the Health and Safety at Work Act and other statutory regulations, as applied to work being carried out by the Stores and Purchasing service.
- 10 Liaise as appropriate with Offices in other Departments regarding the Landlord Services- Repairs and Maintenance Service activities.
- 11 To undertake duties in line with the current emergency rota system
- 12 To assist in the delivery of materials across the district to achieve improved productivity on jobs being undertaken by R&M operatives
- 13 To undertake such duties of a comparable nature and level of responsibility as may be required from time to time by the Landlord Services Manager.
- 14 To demonstrate an acceptance of and commitment to the principles underlying the Council's Equalities and Diversity Policy.

**CONTACTS:**

Officers of the Council  
Suppliers  
Customers

<p><b>SPECIAL CONDITIONS OF SERVICE:</b> Full clean driving licence</p>
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<b>COMPILED BY:</b> Landlord Services Manager	<b>ASSESSMENT DATE: 8/01/13</b>
<b>COMPILED DATE:</b> 31/05/13	<b>ASSESSED BY:</b> David Simpson
	<b>POST GRADE:</b> Grade 6

Job Description  
agreed by postholder..... Date.....