

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:	Deputy Chief Executive's Department
Division:	Asset Management & Development
Post No. & Job Title:	T502-T506 Multi-Skilled Maintenance Operative Level 3 (Gas)
Grade:	Grade 7
Responsible to:	T129 SMO Gas
Responsible for:	Work allocation and quality monitoring the work of Single Trade and Apprentice employees.
Job Objective:	To undertake a range of gas related works and multi-skilled repairs in the Joinery and Building trades at a highly skilled level to the Council's housing portfolio.

Main Duties and Responsibilities:

1. Carry out repairs, maintenance and renewals to the council's property predominantly comprising of a full range of gas related tasks including associated general plumbing, joinery and building works.
2. Diagnose defects to systems and boilers, ensuring the majority of defects are fixed on the first visit.
3. Carry out gas safety checks and gas servicing to domestic boilers and central heating systems within the housing stock entering the desired information onto an electronic recording device.
4. Undertake decommissions and re-commissions of central heating systems.
5. Carry out emergency work to make properties safe.
6. Undertake extensive Joinery and Building work associated with maintenance and servicing of gas appliances and systems.
7. Carry out pre, post and monitored inspections when required.
8. Carry out variations to work ordered making own decision on site. Authorize level 1 and 2 operative's requests for variations.
9. Carrying out audit and quality control assessments of other employees and sub-contractors as and when required.
10. Attend meetings with Senior Officers and Managers regarding the introduction of new procedures and policies and assist in the implementation of these with level 1 and 2 operatives

11. Assess level 1 and 2 operative's multi-skilled abilities and provide training as required to enable progression through the levels. Assist with the training, supervision and assessment of level 1 and 2 operatives
12. Maintain tools and equipment to the required standard. Assist in the supervision of other operative's tools
13. Drive, fuel and safe garaging of any allocated vehicle. Inspect and check vehicle on a daily basis checking for and reporting any defects. Maintain the vehicle in a clean and tidy condition.
14. Maintain an adequate stock of building materials and items on the vehicle, restocking it from stores and completing the necessary paperwork. Take a lead role in the management of other operatives van stocks carrying out regular audits.
15. Assist in the recruitment process for new starters.
16. Carry out any other duties that are within the scope and grading of the post which could also be allocated by the Housing Repairs Manager, Assistant Housing Repairs Manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has not been attached to this post.

SPECIAL CONDITIONS

Duties include participating in the Council's out of hour's standby rota.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of T501-T506 Multi Skilled Gas Engineer Level 3 but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.