

JOB DESCRIPTION

Directorate:	Deputy Chief Executive's Department
Division:	Asset Management & Development
Post No. & Job Title:	T140 – T183 - Single Trade Operative Level 2 (Building)
Grade:	Grade 6
Responsible to:	T126 - Building Maintenance Manager
Responsible for:	No responsibility for employees
Job Objective:	To undertake a range of Building / Bricklaying works and minor multi-skilled repairs in the Plumbing and Joinery trades to the Council's properties, including its Leisure Centres, Council Offices and its Housing stock.

Main Duties and Responsibilities:

1. Carry out repairs, renewals and maintenance to the following:
Brickwork to buildings and walls; chimney stacks; flues and pots; air bricks; stone walls; concrete floors, paths; manholes, gulleys and drains, fences, fireplaces and surrounds; tiles; floor tiles; line posts; steps; paving slabs; roof tiles and slates, sarking felt, flat roof repairs / renewals and plaster patching and render repairs etc.
2. Carry out all excavation in association with the above work, using plant as required.
3. Carry out emergency work to make safe buildings.
4. Undertake minor Plumbing and Joinery work.
5. Assist in the completion of pre and post inspections when required.
6. Carry out variations to work ordered up to a value of 50.00 obtaining authorization from a Senior Officer or Level 3 Operative for works above this limit.
7. Maintain tools and equipment to the required standard.
8. 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.
9. Maintain an adequate stock of building materials and items on the

vehicle, restocking it from stores and completing the necessary paperwork.

10. Attend vocational courses as required.
11. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER

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

SPECIAL CONDITIONS

Where applicable: Duties may include attendance at evening meetings and/or work outside normal office hours.

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 Single Trade Operative Level 2 (Building) 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.