

JOB DESCRIPTION

Directorate:	Chief Executives Department
Division:	Housing
Post No. & Job Title:	T135 – T421 Multi-Skilled Maintenance Operative Level 3 (Building)
Grade:	Grade 7
Responsible to:	Assistant Housing Repairs Manager T127
Responsible for:	Work allocation and quality monitoring the work of Single Trade and Apprentice employees
Job Objective:	To undertake a range of Building / Bricklaying works and multi-skilled repairs in the Plumbing and Joinery trades at a highly skilled level 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 and sheet flooring; line posts; steps; paving slabs; roof tiles and slates, sarking felt, flat roof repairs / renewals and plastering and rendering, damp proofing 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 extensive Plumbing and Joinery work, participating in the Council's out of hour's standby system and Saturday morning appointments service when required.
5. Carry out pre, post and monitored inspections when required.
6. Carry out variations to work ordered making own decision on site. Authorize level 1 and 2 operative's requests for variations.
7. 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.
8. 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.
9. Maintain tools and equipment to the required standard. Assist in the supervision of other operative's tools.

10. 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.
11. 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.
12. Assist in the recruitment process for new starters.
13. Carry out any other duties that are within the scope and grading of the post which could also be requested by the 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 system and Saturday morning appointments service when required.

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 T135 – T421 Multi Skilled Maintenance Operative Level 3 (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.