

JOB DESCRIPTION

Directorate:	Deputy Chief Executive's Department
Division:	Housing Repairs
Post No & Job Title:	T162 – T163 Apprentice Maintenance Operative
Grade:	Grade 2
Responsible to:	T126 - Housing Repairs Manager
Responsible for:	No responsibility for employees
Main purpose of the job:	To undertake and complete the Council's two-year Maintenance Operative Apprenticeship programme based within the Housing Repairs Section of the Directorate of Housing, Leisure and Culture which includes comprehensive on the job training and attendance at college one day each week.

Main Duties and Responsibilities:

1. To work alongside fully qualified and experienced multi-skilled operatives within the Housing Repairs Section in order to complete a range of repairs and maintenance activities covering the joinery, plumbing and building trades throughout the borough.
2. Assist in carrying out technical visits, surveys and inspections in connection with responsive and planned maintenance work.
3. Maintain tools and equipment to the required levels and in accordance with health and safety standards.
4. Assist with the inspection of any vehicle allocated on a daily basis checking for and reporting any defects. Maintain the vehicle in a clean and tidy condition.
5. Maintain an adequate stock of building materials and appropriate work items on the vehicle, restocking it from stores and completing accurately all necessary paperwork.
6. Attend college one day a week during relevant term times to obtain the practical skills and theory and any associated qualifications in order to demonstrate the appropriate maintenance operative competencies.
7. Attend as required on any other internal courses offered by the Council which are deemed appropriate and relevant to the apprentice post.

8. 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 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 Apprentice Maintenance Operative 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.