

JOB DESCRIPTION

Directorate:	Chief Executive's Department
Division:	Housing
Post No. & Job Title:	Area Caretaker
Grade:	Grade 4
Responsible to:	Multi Skilled Team Leader
Responsible for:	No responsibility for employees
Job Objective:	To ensure that a high standard of estate management is maintained, and that areas are free from rubbish.

Main Duties and Responsibilities

1. Carry out regular inspections of designated areas to note issues such as dumped rubbish, graffiti, untended gardens and abandoned cars.
2. Take proactive action to address any issues identified during inspections.
3. Undertake works as booked by the Housing Repairs Contact Centre.
4. Liaise with the Neighbourhoods Team in regards to repeat issues, work to address the cause of the problem
5. Promote a positive image of the Council as a landlord by engaging with tenants whilst working on estates. Provide advice and assistance to help tenants resolve any queries they may raise.
6. Encourage tenants to comply with their Tenancy Agreements in respect of rubbish, cleanliness and garden maintenance.
7. Ensure that all agreed safe systems of work and risk assessments are followed.
8. Update records following job completion, including accurately recording start and finish times and reporting an additional work required.
9. Support the Engagement Team with the set up of events.
10. Complete snow clearance and path gritting at Independent Living schemes.
11. Carry out light bulb replacements in Independent Living schemes and General Needs communal areas.
12. Comply with all requirements in respect of Council vehicles, ensure that daily checks of van provided are undertaken prior to starting work.
13. Carry out any other duties that are within the scope and grading of the post as requested by the line manager or Head of Housing.

DESIGNATED CAR USER

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

RESTRICTIONS

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of the role of Area Caretaker 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.

SPECIAL CONDITIONS

	Name	Version	Date
Job description written by:	Rachel Shaw	1	December 22
Job description agreed by			

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