

JOB PROFILE

Post No.	60520 - 60542
Post Title:	Property Repairs Operative
Unit/Team:	Property Repairs Team
Grade:	Grade D
Service:	Corporate Resources
Reports to:	Property Repairs Manager
Issue Date:	September 2018

PURPOSE OF THE JOB

Under the direction of the Property Repairs Manager, to work within a small team across a multi discipline area of work focussed on housing maintenance and external contracts.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 The post holder will have a key skill in either joinery and carpentry, plumbing, plastering, fencing or building works along with the ability to be able to carry general maintenance work required to satisfy the Work Services Unit’s customers.
- 1.2 Be required to exercise a reasonable amount of initiative and independence on site in order to resolve issues thus ensuring successful completion of the actual task.
- 1.3 To support the Property Repairs Manager in ordering stocks and supplies of materials and consumables to ensure that the Property Repairs Service can maintain its high delivery standards. The post holder will be expected to work within the Councils procurements framework at all times when purchasing materials and consumable items.
- 1.4 To use a handheld device for receiving jobs and tasks, assigning time and materials and recording events linked to individual works as necessary to maintain effective records and data.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 To work with all colleagues in the Property Repairs Team to develop new and improved methods of working to increase performance standards and efficiency using an “end to end” approach to improvements.
- 2.2 To provide direct support and on site assistance to colleagues working within the following disciplines of the External Contracts service;

Plumbing
Carpentry/Joinery
Plastering
Fencing
Brickwork and Groundwork
Glazing
Roofing
Drainage
House Clearances
Painting & Decorating
Handyperson works

- 2.3 Able to work outside normal working hours to support the delivery of all the services provided by the External Contracts team.
- 2.4 Ensure compliance of the service with Health & Safety legislation
- 2.5 Participate in the Council's emergency call out procedures as necessary and be part of the external services 'out of hours' call out team if required.
- 2.6 Any other reasonable duties as may be required by the Head of Property Services or other service managers

3. SUPERVISORY RESPONSIBILITIES

Whilst the post holder has no direct supervisory responsibility, there is an on-going individual responsibility to oversee activities carried out by other members of the team. The post holder will also be required to provide on the job training, guidance and advice with regards to their 'main trade'

4. FINANCIAL RESPONSIBILITIES

None

5. RESPONSIBILITY FOR ASSETS AND DATA

The post holder has responsibility for Council tools and equipment as required to carry out works

6. EXTENT OF PUBLIC CONTACT

The post-holder will have contact with the general public, contractors and Officers from the Housing Team.

7. WORKING CONDITIONS AND ENVIRONMENT

The post holder will be expected to work 37 hours per week minimum.

The post holder is required to hold a current full driving licence.
Emergency contact at unsocial hours.
Regular working in adverse weather conditions may be required.

8. CORPORATE RESPONSIBILITIES

All staff has to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Property Repairs Operative

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Level 2 NVQ in the relevant trade or discipline or minimum 3 years experience (within the last 5 years)	E	A, D
Full valid driving licence	E	A, D
Excellent organisational skills	E	A, I, R
Good communication skills	E	A, I, R
On-site safety awareness and a knowledge of all current legislation	E	A, I
Good Team Player	E	I, R
Basic IT skills	E	A, I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D