

Job Title: Asbestos Remover	Role Profile Number: CR6156
Grade: L7	Date Prepared:
Directorate/Group: Communities and Housing	Reporting to: Asbestos Manager
Structure Chart attached:	No

Job Purpose

Responsible for carrying out the removal of Asbestos containing material, encapsulation of Asbestos in all Council owned buildings.

Key Accountabilities

1. To be prepared to undertake training and pass an annual test by an external body.
2. Attend a medical every two years.
3. Ensure property is left clean and tidy removing all rubbish and arrange with supervisor for collection.
4. Follow the procedures laid down by a Plan of Work, risk assessments
5. Be able to read a scientific report to identify the difference between cement board and insulation board.
6. Have good general building knowledge.
7. To complete all work allocated or appointed by target date/time and priority.
8. To complete all work to the highest service standards. In line with the matrix of schedule of rates for the trade.
9. To maintain the highest level in customer care and in line with service standards.
10. To have completed all required paperwork or electronic recording of work completed. Also the time and material used.
11. To have fully complied with Swindon Commercial Services policy's
12. To maintain the required qualification for delivering the service.
13. Participate in the training of apprentices and other trainees, report findings to supervisor.

Supplementary Accountabilities

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management Of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger Yourself or other persons whilst at work. You must also co-operate with the Council to enable it to Comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal Protective equipment provided and inform your manager of any hazardous situations or risks of Which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Knowledge & Experience

- Physically capable.
- Knowledge of Asbestos and the control of Asbestos Regulations 2012
- Demonstrable knowledge of participating in good practices i.e. H & S

Working Environment:

- Outside and internal works – prepared to working in all weather conditions
- Hazardous conditions will exist at times.
- Involves working in properties that are highly disagreeable and unpleasant.
- A high level of manual dexterity and co-ordination is needed.
- Working in confined spaces, i.e. kneeling and crouching and working high and low levels

Potential Risks:

- Potential exists for aggression and risk of injury.
- The job occasionally places intense emotional demands on the jobholder, when enforcing the asbestos regulations in accordance with the HSE.

Qualifications

- Suitable building qualification or equivalent
- Full driving licence

Decision Making

- The Post-holder has a direct responsibility for making decisions, which will affect the future well-being of individuals.
- Is empowered to make daily decisions working with minimal supervision within a structured process.

Creativity and Innovation

- To suggest and devise modernization improvements, for delivery of flexible working arrangements, working from home, mobile working and e procurement.
- Better use of labour, transport and materials
- Challenging Procedures

<u>Job Scope</u>		
Number and types of jobs managed	Budget Holder	Yes
Typical tasks supervised/allocated to other		Vehicle £20k Tools and Equipment £3k Vehicle Stock £2k Personal Equipment £1.5k
	Responsibility	.No
	Asset Responsibility:	Council owned property

Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Maintaining good relations with tenants and leaseholders of Council owned property
- Working in a collaborative manner with other building trades

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role *(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)*

- Telephone and face to face dealings with tenants and leaseholders who are complaining about poor

service delivery

- Managing and negotiating contractual claims with contractors
- Ability to make site visits to inspect building premises throughout the Borough

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	