



<b>Job Title:</b> Responsive Repairs Plasterer	<b>Grade/ Level:</b> M	<b>Post Number:</b>
<b>Directorate:</b> Operations	<b>Job Family:</b> Repairs	<b>Date Prepared: September 2021</b>

**Role reports to (Job Title):**  
Area Repairs Manager

**Job Purpose:**  
To support the repair and maintenance of council premises to works associated with respective trade to SBC standard within SBC training matrix.

- Key Accountabilities:**
- Support and assist the service to carry out maintenance of plastering and rendering.
  - Work towards assessing problems, must be able to interpret complex information with various types of systems; decide on the appropriate measures to correct faults without delays. This requires analytical and judgmental skills.
  - Ensure properties are left in a clean and tidy order, arrange for the removal of all debris by liaising with the Supervisor for the collection and ensuring items suitable for recycling are separated.
  - To work in conjunction with the Supervisor ensuring that all work allocated or appointed is met in line with target date/time and priorities.
  - To complete work to all appropriate standards i.e. working in line with approved codes of practice for the industry, current building legislation, regulations and schedule of rates.
  - To maintain the highest level in customer care and in line with service standards.
  - Expected to complete all required paperwork or electronic recording of test, time and material used, complying with all Swindon Borough Council’s working arrangements.

**Supplementary Accountabilities:**

To participate and promote equality, diversity best practice in all areas of work.

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management Of Health & Safety at Work Regulations 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.

<p><b>Job Scope:</b> Number and type of jobs managed:</p> <p>Typical tasks supervised/allocated to others:</p>	<p>Job Scope:</p> <p>Budget:</p> <p>Assets: Vehicle</p> <p>Tools and equipment</p> <p>Vehicle stock</p> <p>Personal equipment</p>
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**Knowledge and Experience:**

**Minimum:**

- 4 GCSE's at grade C or above including maths and English.
- Numerate and literate
- Ability to learn and to apply knowledge in a practical setting
- Full driving license.
- Experience of dealing with the public
- Ability to communicate effectively with a range of people
- Can demonstrate the ability to solve practical problems
- Shows a basic understanding of the work of the relevant trade (bricklayer, carpenter or plumber)

**Working Environment:**

- Outside and internal works – prepared to working in all weather conditions
- Hazardous conditions will exist at times.
- Involves working with extremely hot and hazardous materials.
- 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.

**Decision Making:**

- The Post Holder would make in-direct decisions, which would affect the future wellbeing of individuals.

**Contacts and Relationships:**

- Verbal contact with all levels of Council staff and member of the public.
- Written contact with colleagues.
- Telephone communications with colleagues and members of the public.
- Data communication with colleagues.

**Creativity and Innovation:**

- Work closely with all levels of Council staff and members of the public
- To suggest and devise modernisation improvements, for delivery of flexible working arrangements, working from home, mobile working and e procurement.
- Better use of labour, transport and materials.
- Challenging procedures.

**Job Specific Competencies:**

The job involves prolonged periods of concentrated mental attention.

**Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our Organisational values and Behaviours, this means in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people,"?

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous Organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

In accordance with the provisions of the Data Protection Act 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

**Employee Signature:****Print Name:****Date:****Line Manager's Signature:****Print Name:****Date:**