



Job Description

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| Job Title: Roofer | Grade/ Level: N Salary: | Post Number: OPN26 |
| Directorate: Delivery | Job Family: Operations | Date Prepared: September 2014 |

Role reports to (Job Title): Area Repairs Manager

*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:

To repair, install and carry out maintenance to SBC standard within SBC training matrix

Key Accountabilities:

1. To be able to service, repair all types of flat and pitched roofing
2. To renew complete new flat or pitched roof.
3. Replace and repair lead work including installing gas sleeves.
4. Carry out repointing and rendering of chimneys.
5. Cut in rafters as required.
6. Replace Facia and Soffits
7. Renew brickwork and carry out repointing on gable ends
8. To be able to assess problems, interpret complex information with various types of roofing systems, decide the appropriate measures to correct faults without delays. This requires analytical and judgmental Skills.
9. Order scaffolding; discuss design/layout on-site when required.
10. Assist and advise maintenance surveyors to analyse roofing faults.
11. To organise and liaison with scaffold company to ensure scaffold configuration is correct.
12. Arrange appointment with tenant to carry out the repair.
13. Upon completion off hire scaffold.
14. Competent in the use of data recording and analysing equipment.
15. Ensure property is left clean and tidy removing all rubbish and make sure items suitable for recycling are separated.
16. To complete all work allocated or appointed by target date/time and priority.
17. To complete work to all appropriate standards i.e. approved codes of practices for the Building industries, also current building regulations, byelaws and schedule of rates.
18. To maintain the highest level in customer care and in line with service standards.
19. To have completed all required paperwork or electronic recording of test, time and material used, complying with all SBC working arrangements.
20. To order the appropriate spares / materials from external suppliers.
21. To have fully complied with Swindon Borough Council policy regarding transportation.
22. To maintain the required qualifications for delivering the service as part of continuous professional development.
23. Participate in the training of apprentices and other trainees, report findings to supervisor.

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 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.

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| <p>Job Scope: 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, 18K</p> <p>Tools and equipment 2.5K</p> <p>Vehicle stock, 2K</p> <p>Personal equipment 1.5K</p> |
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Knowledge and Experience:

Minimum:

- City & Guilds, NVQ level 3 qualification or similar experience.
- A modern apprenticeship, form of craft apprentice or similar experience.
- Sound working experience in domestic maintenance.
- Ability to work at heights.
- Demonstrate knowledge of participating in good practices i.e. H & S
- Must be able to carry out a full range of duties
- To have detailed knowledge of all other building crafts.
- Show ability to be able to carry out other minor trade tasks.
- Knowledge of organising own workload.

Preferred:

- Voluntary Out of Hours call out rotor working unsupervised,

Working Environment:

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

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.
- Ability to prioritise own workload.

Contacts and Relationships:

- Verbal contact with all levels of Council staff and member of the public.
- Written contact with Back office staff at SBC.
- Telephone communications with SBS.
- Data communication with SBS office.

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,

In accordance with the provisions of the Data Protection Act 1998, 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:

Human Resources /05