



Role Profile

Job Title: Multi Skilled
Operative

Grade/ Level: M

Job Code: CR6221 v2

Directorate:
Operational Services

Job Family:
Housing Repairs

Date Prepared:
Updated August 2022

Role reports to (Job Title): Contract Supervisor

Job Purpose:

To inspect, repair, install and maintain to standard all masonry works covering all modules in your trade to include guttering and downpipes.

All other trade Modules as shown within training matrix.

Key Accountabilities:

1. To be able to repair, renew and maintain all types of masonry works.
2. Inspect, repair & maintain all types of carpentry works & build new works from start to finish.
3. Plastering to a good standard.
4. Plumbing to a good standard.
5. Competent in all types of glazing.
6. Competent in concreting works eg paths / ramps.
7. Competent in roofing works - flat & pitched.
8. Competent in tarmac small areas.
9. Competent in groundworks & drainage to include guttering systems and rainwater downpipes.
10. Competent in fitting all PVCu works, including windows, doors, conservatories.
11. Competent in any & all structural works.
12. Fitting & repair for bathrooms & kitchens.
13. Painting & decorating to a good standard.
14. Maintain all appropriate tools to a high standard.
15. To be able to assess problems, interpret complex information with various types of Building systems & decide the appropriate measures to correct faults without delays. This requires analytical & judgemental skills.
16. Competent in the use of data recording.
17. Ensure that property is left clean & tidy, removing all rubbish & arrange with supervisor for collection, making sure items suitable for recycling are separated.
18. To complete all work allocated or appointed by target date/time & priority.
19. To complete work to all appropriate standards i.e. approved codes of practices for the building industries, also current building regulations & schedule of rates.
20. To maintain the highest level in customer care & in line with service standards.
21. To have completed all required paperwork or electronic recording of test, time & material used, complying with SCS working arrangements.
22. To order the appropriate spares from internal & external suppliers.
23. To have fully complied with SCS's policy regarding transportation.
24. To maintain the required qualifications for delivering the service as part of continuous professional development.

25. Participate in the training of apprentices & other trainees, reporting findings to supervisor.

Supplementary Accountabilities:

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

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

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

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

Job Scope: Number and type of jobs managed:

Typical tasks supervised/allocated to others:

Job Scope:

Budget:

| | |
|--------------------|-------|
| Assets: Vehicle | £15k |
| Tools & Equipment | £2.5k |
| Vehicle stock | £2k |
| Personal equipment | £1.5k |

Knowledge and Experience:

Minimum:

- City & Guilds, NVQ level 3 qualification or similar
- A modern apprenticeship, form of craft apprentice or similar
- Sound working experience in domestic maintenance
- Ability to make site visits
- 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 obtain other building skills with training to deliver the service

Preferred:

- Voluntary Out of Hours working unsupervised
- Comply with SCS Training Matrix

Working Environment:

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

Potential Risks:

- Potential exists for aggression & risk of injury
- The job occasionally places intense emotional demands on the job holder
- Lone working

Decision Making:

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

Contacts and Relationships:

- Verbal contact with all levels of Council staff & members of the public
- Written contact with Back Office Staff at SCS
- Telephone communications with SCS
- Data communication with SCS Office.

Creativity and Innovation:

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

Job Specific Competencies:

The job involves prolonged periods of concentrated mental attention, as these tasks carry a heavy fine & or / imprisonment

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: