



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Property Maintenance Apprentice	Grade/ Level: Apprentice	Post Number: CR6242
Directorate:	Job Family: Craft	Date Prepared: August 2018

Role reports to (Job Title):

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

Job Purpose:

To support the repair and maintenance of council premises to works associated with other building trades to Swindon Borough Council standards and within Swindon Borough Council training matrix.

- Carry out repairs to the fabric of the Building for example walls doors, doorframes, skirting boards or plaster damage to internal walls.
- Understand and Maintain plumbing and drainage systems, for example repairs to WC systems, leaking taps or water testing and unblocking drains.
- Maintain high levels of water hygiene within a building
- Understand and maintain electrical distribution , safe repair of electric installation to legal requirements , for example replacing damaged socket's plugs lighting and circuit breakers
- Understand and maintain plant and, safety systems and equipment
- Demonstrate and implement energy, environment and suitable practices
- Understand and maintain grounds and external fabric of the building such as drainage and guttering
- Demonstrate and understand the control of resources and stock
- Understand and demonstrate the principles of planned preventative maintenance
- Understand how to prepare for refurbishment or deep clean of equipment and surfaces
- Carry out repairs and reactive maintenance
- Understand the importance of customer service

This is a training grade and the operative would be expected to carry out any of the duties described with minimum support and guidance from a qualified colleague.

To attend college to gain the experience in all relevant qualifications.

Key Accountabilities:

- Support and assist the service to carry out Brick work maintenance work.
- Must attend internal and external training to extend knowledge in all other trade skill areas
- To attain apprenticeship level 2 and Level 3, Apprenticeship in Brickwork.
- Gain Knowledge on Statutory and non-statutory requirements relating to Brickwork design and construction management.
- Gain experience with regards to adhering to the requirements under building control.
- Continue to gain experience in the use of data recording and analysing equipment.
- 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 in line with The

Waste (England and Wales) regulations 2011.

- 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, time management.

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.

Job Scope: Number and type of jobs managed:

Typical tasks supervised/allocated to others:

Job Scope:

Budget:

Assets:

Tools and equipment

Personal equipment

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
- Willingness to learn to drive - hold at least a provisional driving licence, or will obtain a provisional driving licence upon appointment
- Some 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.

Working Environment:

- Outside and internal works – prepared to working in all weather conditions
- Working at Height may be required in certain circumstances
- Hazardous conditions will exist at times.
- Involves working with 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 well-being of individuals.
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Contacts and Relationships:

- Verbal contact with all levels of Council staff and member of the public.
- Written contact with Back office staff at Swindon Borough Council.
- Telephone communications with Swindon Borough Council and members of the public.
- Data communication with the processing team within the back 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.

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 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:
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Line Manager’s Signature

Print Name:	Date:
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