



Role Profile

Job Title: Multi-Skilled Kitchen & Bathroom fitter	Grade/ Level: M	Post Number: CR6233
Directorate: Swindon Commercial Services	Job Family: Craft	Date Prepared: August 2016

Role reports to Refurbishment Supervisor/Capital Repairs Manager

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

Job Purpose:

- a) *Install new kitchens and bathrooms from drawings and redesign where necessary.*
- b) *Carry out the full range of maintenance within property*

All other trade modules as shown within SBC training matrix

Key Accountabilities:

1. To inspect, repair and maintain all types of carpentry works.
2. To comply with all other trade modules as shown within the SBC training matrix.
3. 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 and judgemental skills.
4. Use all types of electrical equipment.
5. Maintain all appropriate tools to a high standard.
6. Competent in the use of data recording.
7. Ensure property is left clean and tidy removing all rubbish and arrange with supervisor for collection making sure items suitable for recycling are separated.
8. To complete all work allocated or appointed by target/date and priority.
9. To complete work to all appropriate standards i.e approved codes of practises for the building industries, also current building regulations, and carpentry and schedule rates.
10. To maintain the highest level in customer care and in line with service standards.
11. To have completed all required paperwork or electronic recording of test, time and material used,

complying with all SBC working arrangement.

12. To have fully complied with Swindon Borough Council policy regarding transportation.
13. To maintain the required full qualifications for delivering the service as part of continuous professional development.
14. Participate in the training of apprentices and other trainees, report findings to supervisor.

Additional duties:

- Fit low-level shower trays including all plumbing works (Archimedes pumps, shower units etc.) and tile walls complete
- Fit wet rooms complete including digging up floors and setting in gully, re-screening floors with gradients. Renewing basin, pedestal, toilet and cistern and then tile complete.
- Fit bathrooms complete i.e. fit bath, taps, and shower over bath and bath panel, wash hand basin and pedestal, toilet and cistern and then tile complete.
- Renew soil pipes to outside of building complete including. Digging up garden to find existing drainage and renew wallboard and ceiling and plaster complete.
- Remove wallboards and ceiling, renew any structural timbers as necessary, renew insulation and renew wallboard and ceiling and plaster complete.
- Remove existing floors and renew with sand and cement screed where required.
- Remove existing brick built cupboards and make good with two-coat plaster to walls, and repair floor as necessary.
- Remove any redundant windows or doorways and renew any brickwork to match existing including the use of props to support roofs to enable renewal of steel beams, lintels or any structural work etc.
- Renew kitchen units and worktops, renew and re-design all plumbing for sinks, washing machines, dishwashers etc.
- Freeze main cold pipe where necessary and insert new stop tap and copper pipe work to enable isolation of water.
- Isolate hot water and drain down system to enable works to be carried out.
- Dry lining to complete a room.
- Artexing ceiling.
- Separate and recycle waste.

Supplementary Accountabilities:

1. To participate and promote equality, diversity best practise in all areas of work.
2. In accordance with the provisions of the Health and Safety at Work etc act 1974 and the management of Health and 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.
3. 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.

4. You must ensure you undertake responsibilities relating to your position as details within your directorate Health and Safety Policy.

Job Scope: *Number and type of jobs directly managed:*

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Typical tasks supervised/allocated to others:

Budget:

Assets: Vehicle-15K

Tools and equipment – 2.5K

Vehicle Stock – 2K

Personal equipment – 1.5K

Knowledge and Experience:

- *Minimum: City and 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 or 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 SBC training Matrix

Working Environment:

- Outside and internal works – prepared to work 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 affect the future wellbeing 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 and mem of the public.*
- *Written contact with back office staff at SBC.*
- *Telephone communications with SBC.*
- *Data communication with SBC office.*

Creativity and Innovation:

- To 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 contracted mental attention.

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

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 Councils written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: