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|  | **POST TITLE:** | Roofer |
| 1. **2.** | **POST NUMBER:** | N.DS. |
| 1. **3.** | **GRADE:** | Tradesman rate plus interim operational allowance |
|  | **LOCATION:** | You will be based at Meadowfield Depot and will work at any council workplace within County Durham as directed |

**5. RELEVANT TO THIS POST:**

**Flexible Working:** Due to service needs the council’s flexible working policy is not applicable to this post

**Disclosure & Barring Service:** Subject to DBS Enhanceddisclosure

**6. ORGANISATIONAL RELATIONSHIPS:**

6.1 The post holder will be accountable to the Roofing Manager.

**7. DESCRIPTION OF ROLE:**

7.1 Responsible for the provision of a value for money and quality service ensuring a high level of customer satisfaction.

**8. DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* 1. To carry out roofing repairs and maintenance and associated building works to specification as instructed either individually or as part of a team.

8.2 To work in accordance with the information, instruction and training given safely and efficiently and to inform the Manager of any potential safety hazards not adequately controlled.

8.3 Maintain personal protective equipment to prescribed standards and adopt a safe method of working at all time.

8.4 Complete timesheets and other relevant documentation to the satisfaction of your line manager.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Contracts Foreman.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification – Roofer

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| Qualification | * NVQ Level 2 in roof covering or equivalent * Trade apprenticeship | * CSCS card | * Application form * Selection Process * Pre-employment checks |
| Experience | * Previously experience of working in a Commercial properties * Previously employed in a repairs and maintenance environment * Relevant Roofing experience * Ability to work at height and use appropriate access equipment | * Being able to work with no direct supervision * Resistrix product experience. * Slating and tiling * Liquid applied membranes and lead work | * Application form * Selection Process * Pre-employment checks |
| Skills/knowledge | * Knowledge of health and safety regulations * Customer care skills * IT skills |  | * Application form * Selection Process * Pre-employment checks |
| Personal Qualities | * Self motivated * Good team worker * Ability to work on own initiative * Good communication skills |  | * Application form * Selection Process * Pre-employment checks |
| Special Requirements | * Able to work flexibly and under pressure to ensure deadlines are met * Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment. |  | * Application form * Selection Process * Pre-employment checks |