**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** Plasterer/Tiler Multi Skilled Builder | **Director/Service/Sector:** Property Services | | **Office Use** |
| **Grade:** 4 | **Workplace**: Anywhere in the county | | JE ref: 3389  HRMS ref: |
| **Responsible to:** Team Leader | **Date: 14/10/15** | **Craft Worker:** Plasterer? Tiler Multi Skilled Craftsman |
| **Job Purpose:** To undertake repairs to the Council’s housing stock, public buildings and other premises to a high quality in accordance with any pre-determined specification, time-scale or appointment. | | | |
| **Resources** | Staff | None | |
| Finance | | None | |
| Physical | | Vans, Tools and Equipment | |
| Clients | | None | |
| **Duties and key result areas:**   1. Undertake internal plastering and basic plumbing to the highest quality and standard in accordance with work requests and pre-determined specifications to a wide range of fixtures and fittings. This will include the removal or adjustment of existing fittings and fixtures, the preparation of surfaces, the marking out, construction / fabrication / assembly of new fittings and fixtures and re-fitting, planning and scheduling of work. Any remedial work to be carried out to the highest standard. Basic plumbing tasks will be an ongoing requirement to this role for example plumbing in to a high standard of temporary kitchen sink units. Also fitting and refitting of radiators including draining down and refilling of central heating systems . 2. The demolition of existing capital assets to a high standard is a requirement. For example Kitchen, full central heating system , rewire and existing bathroom suites. 3. Basic carpentry is essential works to include the snagging , finishing off of new kitchens, bathroom conversions, full house rewires and full new central heating systems . This will include boxing in, painting, plastering including all trim and mastic requirements to a tradesman standard. 4. Basic brickworking skills is a requirement of this position. 5. First and second fix rewire cable running is a requirement of this role . Assisting rewire electricians where needed and as required 6. Maintain and record stock levels using the imprest system to ensure the efficient delivery of Capital contracts . 7. To ensure that adequate store and materials are available in order to undertake the required repair. Employees will be responsible for the maintenance of their imp rest stock levels. They will be required to keep such materials in a secure fashion and replenish stock as necessary, keep proper records, to itemise stock usage on individual works orders and immediately notify their Supervisor of any discrepancy or losses discovered, if they occur. 8. To have a sound working knowledge of all elements of building construction, components, building trades and applicable building regulations. 9. Work to an appointment system and complete work within priority timescales. 10. To have a sound working knowledge of health and safety legislation and safe working practices and ensure these are adopted when undertaking repair or construction work and where required issuing instructions / advice to tenants to ensure the health and safety of any occupants. 11. To ensure that a high level of customer care is adopted when undertaking repair or construction work including: providing information and advice on any work to be undertaken; to take the necessary steps to protect tenants furnishings and effects from any incidental damage or dust during work; to ensure any building rubble or debris is cleared up and removed from site, leaving the site in a clean and tidy condition; to advise the tenant where any follow on work is required and to ensure that the Team Leader is advised accordingly so that appropriate arrangements can be made; and to receive and refer any additional repair reports from tenants and pass appropriate details to the section. 12. Where appropriate the postholder will be allocated and complete work via mobile data transfer and vehicle location systems and ensure mobile communications are used effectively including: pre-arranging appointments with tenants; seeking advice and instructions where required; arranging for parts and materials; and, arranging for follow on trades to call. 13. To ensure that any measuring is undertaken accurately. 14. To complete all claims accurately in accordance with financial regulations and carry out any duties in line with documented procedures and instructions. 15. To undertake a visual inspection of any vehicle used by the post-holder to ensure that lights, tyres washers and wipers are in a serviceable condition. Vehicles must be driven with courtesy and care and kept clean and tidy by users. 16. To ensure confidentiality is maintained at all times. 17. The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | |
| **Work Arrangements** | | | |
| Transport requirements: Daily travel to various locations within the county  Working patterns: 37 hrs per week. Fixed hours. Evening and weekend work – standby rota  Working conditions: Working in tenants homes, empty houses and other public building as required | | | |

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Post Title:**  Plasterer | **Director/Service/Sector:** | Ref: 3098 |
| **Essential** | **Desirable** | Assess  by |
| **Knowledge and Qualifications** | |  |
| Practical and Procedural knowledge within a capital delivery specialsim e.g. Plastering, Building as well as extensive experience working in Capital Delivery for local authoritys  Good knowledge of the Health & Safety requirements associated with the trade  Asbestos Awareness qualification required  Relevent CSCS card | An understanding of local authority housing. |  |
| **Experience** | |  |
| Extensive experience of being a Plasterer and multi skilled builder craftsman  Experience in a customer facing environment | Of working in a local authority or Housing association or similar environment |  |
| **Skills and competencies** |  |  |
| To undertake other multi-skilling duties within construction requiring skills such as tiling, plaster repair and minor plumbing works.  Good organisational, problem solving and planning skills  Good communication skills  Demonstrate sound decision-making skills  Able to drive |  |  |
| **Physical, mental and emotional demands** | |  |
| Working in a range of positions, sometimes in tight spaces with the need to carry tool, equipment and materials.  Regular periods of concentrated mental attention and tight deadlines  Regular contact with tenants working in their homes may result in some emotional demands  Some exposure to disagreeable and unpleasant conditions |  |  |
| **Motivation** | |  |
| Must be self motivated and have the ability to work largely unsupervised.  Understanding the diverse needs of customers.  Work collaboratively as part of a team |  |  |
| **Other** | |  |
| Full clean driving licence  Able work outside of normal office hours |  |  |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits