**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS**

**JOB TITLE:** Building Maintenance Apprentice

**POST REFERENCE:**

**DIVISION:** Building Design and Construction

**GRADE:** Apprentice Scale

**RESPONSIBLE TO:** Construction Officer (Building Design and Construction) or Team Leader; or where placed, the relevant craftsman

# **Purpose of the Post**

To learn and assist in the provision of a diverse range of Building work inc bricklaying plastering and tiling activities provided by the Building Design and Construction Division.

**Key Relationships**

The Apprentice will be responsible to the Construction Officer or to any other member of the Team that the Construction Officer may allocate them to undertake specific tasks and duties

**Principle duties and responsibilities**

1. Assist in the provision of the diverse range of domestic, and commercial Building work inc Plastering, Rendering, Damp Proofing and associated works provided by the Maintenance and Buildings Management Section, including:
2. Responsive Repairs service
3. Planned/Programmed Repairs and Maintenance
4. Repairs to vacant properties
5. Works to disabled adaptations
6. Works to capital funded schemes
7. Emergency works
8. Any other associated work which may arise in the provision of our service
9. To attend College, training and development courses as required, and participation in schemes of assessment, professional development and review.
10. To assist in ensuring that there is full compliance in:
11. Achieving target dates and deadlines
12. Security requirements
13. Applying all approved working systems and procedures
14. Punctual attendance at work
15. To ensure the accurate completion and provision of timesheets, job tickets and any other record documents appropriate to the task.
16. To ensure that all plant, communication equipment, tools and vehicles used, are secure, maintained and treat with care, to ensure the safe operation of the item(s) and to maintain and improve the image of the service.

6 (a) To ensure that all working practices are carried out in a safe manner in accordance with the Health and Safety at Work Act 1974 and as referred to in the Building Services Health and Safety File.

6 (b) To report any incidents which may arise using the Safety Incident Report (Accident Form) and Accident book BI 510 in accordance with the approved procedure.

7. To ensure that stores issues (or similar) are correctly administered, and that items are returned and credited where appropriate.

8 (a) To act in a courteous manner when dealing with our customers, and other appropriate bodies, inclusive of keeping appointments when appropriate.

8 (b) To assist in the development of customer care by the provision of relevant advice and information to the customer and the return of customers complaints, comments and repair reports to the Supervisor or relevant Office for action.

9. To treat residents’ homes and public buildings with courtesy, ensuring that all rubbish and spare materials are cleaned up and removed.

10. To work with other trades and/or partners as required and contribute to the flexible development of multi-skilled applications.

11. Any other duties of a related nature which might reasonably be required or allocated by the responsible officer/person.

CHANGES

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation which, if wished, may involve a Trade Union/Professional Association representative.