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| **Job Description** |
| **Post title** | Roofer |
| **JE Reference No** |  |
| **Grade** | Red Book terms and conditions Tradesman’s basic rate of pay plus 50% Interim Operational Allowance (IOA)  |
| **Service** | Regeneration, Economy and Growth |
| **Service Area** | Corporate Property and Land – Building & Facilities Maintenance  |
| **Reporting to** | The post holder will be accountable to the Roofing, Painting and Flooring Manager and will on a day to day basis take instructions from associated Managers and Foreman within the Building and Facilities Maintenance Team. . |
| **Location** | The post holder will be based at Meadowfield Depot. However, will be expected to work across the entire County of Durham; or as designated by the Roofing, Painting and Flooring Manager. |
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| **DBS** | This post is subject to Enhanced DBS check.  |
| **Flexitime** | This post is not eligible for flexitime.The hours worked are 39 per week, 2 of which accrue as up to 12 stand-down days per year, to be taken as directed by management. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

Responsible for the provision of a value for money and quality service ensuring a high level of

customer satisfaction.

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| **Duties and responsibilities** |

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

To carry out roofing and associated building works to drawings and specification as instructed by

the Roofing, Painting and Flooring Manager and associated Managers and Foreman within the

Building and Facilities Maintenance Team.

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

To ensure full compliance with Health and Safety Legislation and all statutory obligations considering the nature and restrictions of all assets across Durham County Council.

Complete timesheets and other relevant documentation as requested and instructed to assist with

compliance checks and financial records.

You may be required from time to time to work with other trade disciplines depending on the levels

of demand and staffing resources.

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.

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| **Organisational responsibilities** |

Values and Behaviours

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance Management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

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 your manager.

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * NVQ Level 2 in roof covering or equivalent
* Trade apprenticeship or equivalent
 | * CSCS card
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| Experience | * Previously experience of working in a Commercial property
* 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.
* Experience of using PDA wireless technology/laptops
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| Skills & Knowledge | * Knowledge of health and safety regulations
* Good communication and customer care skills
* IT skills
* Ability to diagnose & problem solve a wide range of commercial roofing problems/repairs in premises similar to ASC
* Ability to follow specifications and drawings to carrying out roofing works
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| Personal Qualities | * Self-motivated
* Good team worker
* Ability to work on own initiative
* Good communication skills
* Ability to work to deadlines
* Problem solver able to work across a range of disciplines
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|  | * 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.
* A willingness to undertake further training
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