**Job Description**

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| **Job title** | Maintenance Operative (Multi-Skilled) |
| **Grade** | 6 |
| **Service/Team** | Building Services |
| **Main purpose of job** | * To carry out a range of technical and non-technical trade activities to deliver the installation, maintenance and repair of disabled adaptions to domestic properties. * Ensure compliance with Health & Safety rules, regulations and legislation both on an individual and collective basis. |
| **Key responsibilities** | * Undertake joinery, plumbing, ceramic tiling, plastering and decoration works as part of a multi-disciplinary team, ensuring all duties are carried out to expected standards and within agreed timescales, in order to meet client requirements. * To carry out works to the required technical and quality standard in an efficient and cost- effective manner ensuring compliance with all health and safety rules, regulations and legislation both on an individual and collective basis. Other duties commensurate with the grade of the post as may be assigned by the Principal Officer. |
| **Key tasks** | * Build and maintain effective working relationships with customers, suppliers, Council officers and other trade persons. * Liaising with customers to assess their requirement and future needs, including identifying plant and material requirements to provide efficient delivery on site. * Completion of all related paperwork/documentation i.e. time and productivity sheets, fault reports, daily vehicle checks, pre work assessments, works orders and material purchase orders etc to the correct standards. * Analyse and interpret information, such as the understanding of technical drawings and work specifications in order to identify and assess problems and develop solutions. * To resolve problems as and when they arise, such as diagnosing faults and where necessary to recognise and escalate problems/report any potential issues to supervising officers where required. * Ensure all work is carried out in line with trade training, specifications and manufacturing information by carrying out work in a safe and timely manner, including those relating to health and safety, such as COSHH, manual handling, asbestos and work at height. * Contribute to the effectiveness of improvement activity by attending all in-service training, keeping up to date with developments such as changes to technical knowledge and practices by developing additional skills, in order, to enhance service delivery to customers. * Contribute to enhanced service delivery working across a range of technical and non-technical trade disciplines where training and competence has been demonstrated. * Complete purchase requisitions to required authorisation levels and submit to supervising officers for instruction. * Ensure delivery/collection notes are passed to the supervising officers in a timely manner to assist with completion of the recharging process in accordance with the department’s performance indicators. * Support delivery of Building Services out of hours stand by service. * To undertake training or personal development opportunity identified at a time and venue determined by the Assistant Head of Service, Building Manager and/or Head of Neighbourhoods. |
| **Responsible for staff/equipment** | * Offering support and guidance to team members when required by sharing knowledge of areas of expertise with colleagues. * Develop the skills, attitude and work ethics of colleagues and apprentices by way of coaching and monitoring whilst demonstrating the organisation’s values and behaviours. * Implement and/or coordinate new technology and processes in daily activities to ensure new and improved methods of delivery and working procedures, such as the use of hand- held devices to activities on site and to deliver works. * A company vehicle is to be provided and maintained to a high standard, at all, times both internally and externally. |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council  The post holder must comply with the Council’s COVID-19 vaccination policy and guidance (where applicable). |