

# Job Description

**For HRU  
use only**

Ref: 0443

<b>Service</b>	Environment, Housing and Leisure
<b>Service Area and Team</b>	Housing Property and Construction
<b>Post Title</b>	Technician – Painter
<b>Grade</b>	Craft 2
<b>Reports to</b>	Service Team Leader
<b>Responsible for (i.e. employees or equivalent)</b>	N/A
<b>Job Purpose</b>	
Undertake painting, decorating and glazing work, to provide high quality, 'right first time' cost effective building services to the service and its customers	
Adhere to the North Tyneside Council, Housing Property and Construction Safety, Health and Environment standards at all times	
<b>Job Content</b>	
<b>Service Delivery</b>	
<ul style="list-style-type: none"><li>• Identify and undertake painting, decorating, and associated work as directed</li><li>• Liaise with other employees of the council as necessary in order to complete specified works</li><li>• Ensure work is carried out within the required timescales/categories or to targets where appropriate</li><li>• Receive, plan and complete job orders on time and to quality</li><li>• Notify team leader or resource controller of any associated access issues</li><li>• Ensure that all relevant documentation is processed and systems are completed in a timely manner</li><li>• Conduct work in accordance with current legislation, British Standards, Codes of Practice, safe systems of work and recognised industrial standards for such work, minimising damage to the fabric of the property</li><li>• Embrace the use of information systems and information technology</li><li>• Carry out minor after-trade work</li><li>• Undertake essential reinstatement work as necessary in order to ensure premises are left in a secure, safe and weather tight condition</li></ul>	
<b>Customer service</b>	
<ul style="list-style-type: none"><li>• Maintain effective working relationships with colleagues/clients/customers and work as part of a team.</li><li>• Deal courteously and efficiently with clients, customers and the general public to maintain and enhance the reputation of the council</li><li>• Continually demonstrate an understanding and commitment to Customer Care</li><li>• Ensure that there is clear communication with customers in respect of work to be undertaken and following completion of the job</li></ul>	

### **Safety, Health and Environment**

- Take a pro-active approach and reasonable care for the health and safety of themselves and others who may be affected by their activities at work, including occupants, visitors and members of the public
- Report on any hazards or unsafe practices to their team leader or resource controller
- Act in a polite and courteous manner at all times
- Ensure PPE and Health and Safety equipment provided is used correctly and when required, in accordance with risk assessments
- Co-operate with health surveillance programmes
- Maintain a working environment that is safe and without risk to health in accordance with the North Tyneside Council Housing Property and Construction Health, Safety and Environment standards

### **Other Responsibilities**

- All duties and responsibilities should be carried out in accordance with agreed North Tyneside Council Policies and Procedures, having regard to the Council's policy commitments to efficient service provision, promotion of Equal Opportunities and diversity, Corporate Social Responsibility and good employee relations
- Any other duties and responsibilities as may be determined after consultation between management and the post-holder, having at all times full regard for the service area's efficiency and general viability.
- Ensure your business area is presented in a manner that reflects the North Tyneside Council values
- Participate in performance reviews and undertake relevant training where necessary

### **Special Requirements of the Post:**

<b>Working Conditions</b> e.g. working outdoors	Outdoor working may be required
<b>Working Arrangements</b> e.g. evenings, weekends, shifts	Willingness to be flexible with working hours Ability to travel within local area
<b>Physical Requirements</b> e.g. driving, lifting, constrained positions	As necessary to undertake the role
<b>DBS Check level</b>	(May be required depending on working area)
<b>Politically Restricted?</b>	No

# Person Specification

Section 1: Job Criteria			
Factor	Essential	Desirable	Assessment method
Knowledge	Asbestos awareness		
Qualifications and Training	Qualification at NVQ level 2 or equivalent (Time served)  Appropriate CSCS card	PASMA qualification	
Skills & Experience		Ability to read construction drawings  Experience of working in a Local Authority environment	
Factor	Essential		Assessment method
Council Competencies			

Special requirements:		
Factor	Essential	Assessment method
Fluency Duty		
Occupational requirements under the Equality Act 2010 e.g. age, sex, religion	N/A	

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