

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Place and Prosperity
DIVISION:	Housing Services
POST:	Multi-Skilled Operative
RESPONSIBLE TO:	Repairs and Voids Manager

1.0 JOB SUMMARY

1.1 To undertake general maintenance duties to the housing stock of South Derbyshire District Council. In the main these duties will be Carpentry & Joinery including, kitchen fitting, roofing maintenance, fitting of composite and timber doors, windows and glazing and any other duty consistent with the Carpentry trade and current regulations or training. This includes but not limited to the following:

2.0 MAIN DUTIES AND RESPONSIBILITIES

To be responsible for the following tasks:

- a) The safe and proper completion of works duties to the required standard in accordance with the current regulations and in line with the National Federation of Housing Schedule.
- b) To carry out diagnostic fault finding on a range of installations across a diverse housing stock.
- c) To effectively contribute to the provision of accurate records for time, SOR's and materials to each works order with the use of a smart phone / tablet device
- d) To support a culture where customer service and continuous improvement is part of the working day.
- e) To communicate with colleagues, tenants, and members of the public in an effective, polite and professional manner befitting a Council employee; to contribute positively to the reputation of the Council as a whole and collaborative working.
- f) To ensure that all works undertaken are completed in line with agreed performance standards.
- g) To utilise all tools, accessories and equipment issued in an appropriate manner.
- h) Be responsible for material calculation and maintaining optimum stock levels so that a right first-time approach can be achieved.
- i) To carry out tasks and duties in line with experience and / or training supplied to meet the needs of a multi-skilled work force to deliver improved tenant satisfaction and sustainable employment. See local agreement for further details.

3.0 HEALTH & SAFETY

- a) To ensure adherence to all Health and Safety policies, procedures and best practices at all times.
- b) To take reasonable care for their Health and Safety and of other persons who may be affected by their acts or omissions at work.
- c) To take ownership for own Health & Safety requirements and of that of other team members.
- d) To attend any relevant Health & Safety training, instruction and additional Continuous Professional Development requirements as directed by the Repairs Manager.
- e) To take responsibility for a Council vehicle and undertake daily and weekly vehicle checks to ensure safety for all occupants.

4.0 ADDITIONAL DUTIES

- a) To be available for call out /stand-by duties in line with operational requirements and an on-call rota. As a multi skill operative, these include lock changes, boarding up, stopping leaks, make safe to provide an out of hours emergency response. Training will be provided where necessary.
- b) To assist in the event of district civil emergencies in any way instructed.
- c) In addition to the above, the Post holder will be expected to perform any other reasonable and relevant duties which may arise from time to time within the Directorate. As directed by the Repairs line management.
- d) The pay increments will be based on the level of skills of the postholder. Opportunities will be available to gain further training and or experience to improve skills required for performance improvements.

