

Role Specification - Multi-Skilled Operative

Service Area	Operational Services
Role Title	Multi-Skilled Operative
Location	Warren Lane Depot
Reports to	Building Maintenance Supervisor
Salary/Grade	M1
Duration/Hours	Permanent - 37hrs per week

Service Area Purpose

The Building Maintenance team is responsible for operating a responsive repairs service for the Council's housing stock and other Council property. The range of service delivery includes reactive and planned repairs for occupied homes, void properties and commercial/public buildings

Job Purpose

We require an experienced multi-skilled operative (carpentry, plumbing, decorating, plastering and brickwork) to carry out a range of jobs varying from emergency make-safe repairs, to decoration, through to full property refurbishment. Previous experience of kitchen and bathroom installs is desirable. You should be capable of assessing/estimating cost of works to be undertaken and order materials from drawings/works orders.

Out of hours attendance for emergency repairs (mostly within occupied homes) is also required on a rota basis, which attracts additional paid allowances.

This is a field-based role reporting to a Building Maintenance Supervisor.

A van and tools are provided for business use

Specific responsibilities

As a **Multi Skilled Operative** you will

- undertake routine responsive repairs in occupied homes, void properties, and commercial/public buildings
- carry out pre-inspections of properties as required to clarify scope of works, and liaise with Supervisors regarding findings

- plan, co-ordinate and undertake larger one-off projects
- complete daily work orders, request variations to work orders or follow-on work
- complete and update daily documentation relating to ongoing and completed work
- record materials used for each job and keep sufficient van stock to ensure no delays in work completion are due to stock unavailability
- work effectively and safely as part of a team as well as independently
- ensure timescales for completing work are achieved
- ensure quality standards set are met
- support any Building Maintenance apprenticeship scheme offered in the Council by facilitating supervised training and mentoring as required
- engage with Supervisors, Building Maintenance team and Council colleagues to identify opportunities for operational improvements, and report any obstacles experienced in achieving your role

Person specification

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> • Current full manual driving licence • City and Guilds or Trade Qualification (NVQ Level 3) <p>OR</p> <p>Experience within a relevant social housing repairs delivery environment</p>	<ul style="list-style-type: none"> • CSCS qualification/card • Site Supervisors Safety Training Scheme • Site Management Safety Training Scheme

Experience

Essential	Desirable
<ul style="list-style-type: none"> • 5 years + experience of general building including at least 3 of the following trades - plastering, carpentry, plumbing, decorating, bricklaying • Experience of supervising and mentoring apprentices and semi-skilled trades as and when required 	<ul style="list-style-type: none"> • Supervising/chargehand experience • Experience installing kitchens and bathrooms

Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none">• Knowledge of health and safety considerations and practices relevant to this role• Experienced tradesperson capable of assessing/estimating costs of works to be undertaken and ordering materials from drawings/works order.	<ul style="list-style-type: none">• Good geographic and community knowledge and experience of the Tandridge District area