

RICHMONDSHIRE DISTRICT COUNCIL

LANDLORD SERVICES – REPAIRS AND MAINTENANCE JOB DESCRIPTION

JOB TITLE	General Builder	POST NUMBER	LLS MTN 06 & 08
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MAIN PURPOSE OF JOB:

Carry out demolition's and alteration work to solid structures, lay materials such as bricks, block concrete, slates, tiles and drainage, repairs and maintenance work , plastering etc.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

General labourer allocated to assist them with mixing etc.

SUPERVISION AND GUIDANCE:

Maintenance Officer

Maintenance Team Leader

RANGE OF DECISION MAKING:

Generally restricted to minor details such as sequence, tools to be used etc.

RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:

Responsible for materials, plant and safety equipment issued to enable works to be carried out.

RANGE OF DUTIES AND RESPONSIBILITIES

1. Refers to drawings, plans, sketches, work tickets, vet sheets etc. for information relating to dimensions type of materials to be used and work to be carried out.
2. Makes arrangements to procure materials and any plant necessary to carry out jobs and arrange access.
3. Undertakes tasks using accepted trade practices such as measuring, lining, levelling, plumbing, propping, demolishing, cutting, toothing, pinning, laying, pointing, spreading and floating, plastering, tamping, tiling, slating formwork etc. Exc And lay and joint drains and fittings and any mixing of materials

- 4 Where necessary erects access platforms, scaffolds etc. to undertake work above ground level.
- 5 Undertakes dynamic risk assessments on site prior to undertaking work
Ensures the safety of self and others
- 6 Provides necessary protection such as dustsheets whilst undertaking jobs and cleans up at the end of task and arranges for arisings to be collected as necessary.
- 7 Completes all necessary paperwork such as time sheets, job tickets etc. and submits on a timely basis.
- 8 Carries out all tasks in accordance with Health and Safety regulations
- 9 To undertake such duties of a comparable nature and level of responsibility as may be required from time to time by the Building Maintenance Supervisor
- 10 To demonstrate an acceptance of and commitment to the principles underlying the Council's Equalities and Diversity Policy.

CONTACTS:

Members of the public
Officers of the Council

SPECIAL CONDITIONS OF SERVICE: Full driving licence

COMPILED BY: Manager	ASSESSMENT DATE: 1 November 2017
COMPILED DATE: 26/9/17	ASSESSED BY: Jo Holland and Julia Wilson
	POST GRADE: Grade 7 (Market Supplement applied 24-10-19 - 23.10.22 £925 Grade 8 SCP 25)

Job Description

agreed by postholder.....

Date.....