

RICHMONDSHIRE DISTRICT COUNCIL

HOUSING MAINTENANCE

JOB DESCRIPTION

JOB TITLE	MULTI-SKILLED Operative	POST NUMBER	LLS MTN 12-17 + LLS MTN 20
------------------	--------------------------------	--------------------	---------------------------------------

MAIN PURPOSE OF JOB:

To undertake all aspects of building maintenance work.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

None

SUPERVISION AND GUIDANCE:

Area Maintenance Managers

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 and safety equipment issued to enable works to be carried out.

RANGE OF DUTIES AND RESPONSIBILITIES

- 1) Assist and support the Maintenance Team Leader in providing a customer focused, efficient and forward looking maintenance service
- 2) Referring to drawings, plans, sketches, work tickets and sheets etc for information relating to dimensions and type of materials and work to be carried out.
- 3) Makes arrangements to procure materials and any plant necessary to carry out jobs and arrange access.
- 4) Undertakes all aspects of building work including plastering, tiling, joinery, basic plumbing, painting and artexing.
- 5) Where necessary, erects access platforms, scaffolds etc to undertake work above ground level.
- 6) Utilises mechanical plant and tools as necessary.

- 7) Provides necessary protection such as dustsheets whilst undertaking jobs, cleans up at the end of the task and arranges for rubbish / debris to be collected as necessary.
- 8) Completes all necessary paperwork such as time sheets, job tickets etc and submits on a timely basis.
- 9) Carries out all tasks in accordance with Health and Safety regulation's.
- 10) To undertake such duties of a comparable nature and level of responsibility as may be required from time to time by the Housing Maintenance Team Leader.
- 11) 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

<p>SPECIAL CONDITIONS OF SERVICE: Full clean driving licence</p>

<p>COMPILED BY: Landlord Services Manager</p>	<p>ASSESSMENT DATE: March 2003</p>
<p>COMPILED DATE: 09/11/01</p>	<p>ASSESSED BY: John Stafford</p>
<p>POST GRADE: Grade 7 (Market Supplement applied 24-10-19 - 23.10.22 £3406 Grade 8 SCP 28)</p>	

Job Description agreed by postholder.....Date.....