

Job Description

1. Job Title	Maintenance Operative (Multi Skilled)
Service	Community, Housing & Operational Property
Team	Property Services
Date Prepared/Revised By	Aug 2020
Post Accountable to	Operations Manager (Contractor)
Post directly responsible for employees(number of workers)	Direct Supervision: 1 Indirect Supervision: 0
2. Main Purpose	
<p>To undertake repair and maintenance to the Council's housing stock and corporate properties.</p> <p>To undertake the line management of a labourer</p>	
3. Key Contacts	
Internal: Property Services staff, Building Control, Planning	
External: Tenants, Client Officers, Consultants, Contractors	
4. Main Accountabilities	
<ol style="list-style-type: none"> 1. Carry out maintenance and repair work as per works order specification 2. Carry out reasonable allied duties as and when required 3. Comply with requirements relating to vehicle use & maintenance 4. Make full use of the Council's multi-skilled agreement 	
5. Standard Accountability Statements	
Health and Safety	
<p>You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Safety Responsibility Statement (SRS) for your post.</p>	
Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.	
Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.	
Safeguarding Policy and Procedures	
The post holder will adhere to all the Council's Safeguarding Policy and Procedures.	

6. Job activities

Main duties and responsibilities relating to accountabilities identified above.

- 1 Maintenance and repair works:
Carrying out of any work described on the official works order within the timescales and budget constraints provided, taking into account safe working practices and complying with Harrogate Borough Council's agreed standards / service specifications.
Liaises and assists all Property Services staff to ensure the efficient and effective co-ordination of all maintenance works.
- 2 Reasonable allied duties:
Recording and monitoring of supplied equipment as necessary
All provisions in regard to Health & safety
All duties associated with the Supervision and management of labour
Be part of the "out of hours" emergency call out rota.
- 3 Vehicle use and maintenance:
Carry out routine safety checks as required
Ensure vehicle is well maintained from both a mechanical perspective as well as a presentational one.
Drive the vehicle; maximise fuel economy, minimise wear and tear and provide safe regard to other road users.
- 4 Multi skill agreement
It is recognised that multi-skilled operatives provide more flexibility in delivery of a reactive service and therefore Harrogate Borough Council encourages tradesmen with a core skill to train and become competent in other skill areas.