

## Job Description

<b>1. Job Title</b>	Maintenance Operative (Multi Skilled) Voids Team
Service	Community, Housing & Operational Property
Team	Property Services
Date Prepared/Revised By	July 2022
Post Accountable to	Operations Manager (Contractor)
Post directly responsible for employees(number of workers)	Direct Supervision: 1 Indirect Supervision: 0
<b>2. Main Purpose</b>	
To undertake repair and maintenance to the Council's void property housing stock and assist the Councils In House Maintenance Team in providing repairs to its tenanted housing stock and corporate properties on an ad hoc basis.	
<b>3. Key Contacts</b>	
<b>Internal:</b> Property Services staff, Building Control, Planning	
<b>External:</b> Tenants, Client Officers, Consultants, Contractors	
<b>4. Main Accountabilities</b>	
<ol style="list-style-type: none"> <li>1. Carry out maintenance and repair work within the Councils Void Properties as per works order specification</li> <li>2. Carry out reasonable allied duties as and when required</li> <li>3. Comply with requirements relating to vehicle use &amp; maintenance</li> <li>4. Make full use of the Council's multi-skilled agreement</li> </ol>	
<b>5. Standard Accountability Statements</b>	
<p><b>Health and Safety</b> 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>	
<p><b>Equality and Diversity:</b> The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.</p>	
<p><b>Learning and Personal Development:</b> 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.</p>	
<p><b>Safeguarding Policy and Procedures</b> The post holder will adhere to all the Council's Safeguarding Policy and Procedures. <b>Data Security:</b> Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.</p>	

## 6. Job activities

### Main duties and responsibilities relating to accountabilities identified above.

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| 1 | <p>Maintenance and repair works:</p> <p>To carry out work described within our void property works programme as per our clients survey requirements.</p> <p>Carry out the required work within the timescales and budget constraints provided, taking into account safe working practices and complying with Harrogate Borough Council's agreed standards / service specifications.</p>                                      |
| 2 | <p>Liaises and assists all Property Services staff to ensure the efficient and effective co-ordination of all maintenance works.</p> <p>Reasonable allied duties:<br/>Recording and monitoring of supplied equipment as necessary<br/>All provisions in regard to Health &amp; safety<br/>All duties associated with the Supervision and management of labour<br/>Be part of the "out of hours" emergency call out rota.</p> |
| 3 | <p>Vehicle use and maintenance:</p> <p>Carry out routine safety checks as required<br/>Ensure vehicle is well maintained from both a mechanical perspective as well as a presentational one.<br/>Drive the vehicle; maximise fuel economy, minimise wear and tear and provide safe regard to other road users.</p>   |
| 4 | <p>Multi skill agreement</p> <p>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 to ensure we make full use of this agreement.</p>  |