

## Job Description

<b>1. Job Title</b>	Maintenance Operative Multi Skilled
Service	Community, Housing & Operational Property
Team	Property Services
Date Prepared/Revised By	August 2020
Post Accountable to	Site Manager
Post directly responsible for employees(number of workers)	Direct Supervision: 0 Indirect Supervision: 0
<b>2. Main Purpose</b>	
Undertakes Joinery/Plumbing for our New-build Council housing stock and corporate properties. Reporting to Site Management Team.	
<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 Joinery/Plumbing as per works 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> </ol>	
<b>5. Standard Accountability Statements</b>	
<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.	
<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.	
<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.	
<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 and into and out of the authority.	

## 6. Job activities

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

- 1.0 **Carry out Joiner/Plumbing as per works specification**
- 1.1 Carries out of any work described on the official works order and directed by the Site Manager, within the timescales constraints provided.
- 1.2 Ensures safe working practices are adopted at all times and Safe Systems of Work set out in CDM documentation are followed.
- 1.3 Complies with the Council's agreed standards and service specifications  
Liaises with and assists all trades staff to ensure the efficient and effective co-ordination of all development works.
  
- 2.0 **Carry out reasonable allied duties as and when required**
- 2.1 All provisions in regard to Health and Safety, especially those set out in the Construction Phase CDM documentation.
- 2.2 All duties associated with the Supervision and management of labour.
  
- 3.0 **Comply with requirements relating to vehicle use & maintenance**
- 3.1 Carry out routine safety checks as required.
- 3.2 Ensure vehicle is well maintained from both a mechanical perspective as well as a presentational one.
- 3.3 Drive the vehicle to; maximise fuel economy, minimise wear and tear and provide safe regard to other road users.
  
- 4.0 **Make full use of the Council's multi-skill agreement**
- 4.1 It is recognised that multi-skill operatives provide more flexibility in delivery of a new build service and therefore the Council encourages tradesmen with a core skill to train and become competent in other skill areas.