

## ***Job Description***

<b>Post title</b>	Apprentice – Property Maintenance Operative	<b>Grade</b>	
<b>Department</b>	Responsive & Voids – Vale Road depot	<b>Post ref</b>	

### **Overall job purpose**

The successful candidates will support Mansfield District Council's busy Housing Repairs Team, based at the Vale Road depot in Mansfield Woodhouse. The successful candidates will carry out general repairs and maintenance work to Council owned, tenanted and void properties and any other Authority owned building in a multi-skilled environment whilst achieving high standards of customer care and satisfaction. This will include exposure to joinery and carpentry, brickwork, plastering, painting and general repairs and property maintenance.

The successful candidate will work towards the Property Maintenance Operative apprenticeship at Level 2 at West Notts College, attending the town-centre site one day per week. Please note you may sometimes be required to attend an alternative college site for some sessions.

### **Reporting relationships**

<b>Reports to:</b>	Team Leader
<b>Responsible for:</b>	N/A

### **Key tasks and responsibilities – post specific**

Carry out all types of repairs and maintenance work in a multi-skilled environment in Council owned, tenanted, void properties and any other Authority owned building.

Attend repairs and maintenance appointments on time and complete works on the first occasion, in one visit and within target times with the assigned team.

Completion of repairs and maintenance in various trade disciplines and develop multi-trade skills.

Minimise disruption, mess and dust to the customer's home and possessions and leave in a clean and tidy condition using cleaning materials and equipment as necessary. Removing or making arrangements for the removal of waste/debris upon the completion of any works on a daily basis.

Exercise proper care in handling, operating or safeguarding any equipment or appliance provided, used or issued for the performance of the duties of the post.

### **Key tasks and responsibilities – corporate**

Operate according to the Council's corporate values and codes of behaviour.

Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.
Work effectively with all departments of the Council to ensure the delivery of quality services.

Employee signature			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
Employee signature:		Date:	