

Lancaster City Council - Job Description

Job Title:	Estate Steward	Grade:	GG56	Job Code:	
Job Family:		Job Family Group:		Reports to:	<i>Responsive Repairs Manager/ Void & Empty Homes Manager</i>
Line manages:	N/A				

Job Summary

To work within the Repairs and Maintenance service to carry out painting and cleaning on Council owned properties on a daily basis. Be flexible in your working practice and in addition to your core skills undertake other maintenance tasks including multi skilling as directed to meet the demands of our workload or operational requirements, specific training may be required

Direct Responsibilities

To undertake duties with minimum supervision using own initiative when required

- Be able to work from home as required
- To ensure all PPE / Hand Arm Vibration systems are respected, understood and worn when required
- To undertake own vehicle van stock audits and ensure stock levels are maintained
- Be able to understand the responsibility of both you and your employer in relation to health, safety, and welfare in the workplace.
- Be expected as the workflow dictates to work within the planned area of the Repairs & Maintenance team, which is site based on projects throughout the district.
- To work alongside and in conjunction with the 'in house' repairs team and local sub-contractors on maintenance projects.
- To provide a team-based working approach alongside all other operatives within repairs and maintenance to achieve specific tasks and common goals for the service
- Comply with the Council employment, driver and transport policies.
- To operate and comply with all reporting systems and returns, including electronic devices e.g. PDA or equivalent equipment.
- To meet our high standards for work skills, quality and customer focus at all times.
- To respect, maintain, clean and ensure the security of all LCC provided vehicles, tools and equipment
- To complete work in a timely manner and meet expected completion times.
- To operate and comply with reporting systems.
- Undertake work as directed by line manager.
- Be flexible in your working practice and, in addition to your core skill, undertake other maintenance tasks as directed to meet the demands of our workload or operational requirements (specific training may be required).
- Provide a professional and polite service to Lancaster City Council tenants, contractors and staff at all times

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To efficiently plan and monitor your workflow to ensure jobs are completed within set target.
Primary Objectives
To work within Void and tenanted properties within the surrounding area bringing and keeping the Council Housing stock up to a lettable standard.
Staff Management Responsibilities
Not applicable
Knowledge & Educational Requirements
Specialised knowledge: A good understanding of the building trade and a willingness to learn. Functional knowledge: Responsible for making own decisions to ensure all activity relating to your work. LCC specific knowledge: Understanding, implementation and adherence to Lancaster City Council's policies and procedures. Understanding, implementation and adherence to Our Values. Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.
Other Requirements
The hours of work are 25 hours per week, working Monday to Wednesday. Participation in the Council Emergency Out of Hours service (once able to work without supervision) may be required A full driving licence and access to a vehicle is essential The post will be based at White Lund Depot, White Lund Road, Morecambe but you will be expected when required to work at other Council buildings. Attendance at training events, meetings and seminars will be required
Additional information
<u>General Statement</u> The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role. As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role. <u>Learning and Development</u> You are expected to undertake any training and development appropriate to the current and future needs of the post.

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Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	