SOUTH KESTEVEN DISTRICT COUNCIL

Job Description

Job title	Builder	Hours	37 hours per week (8.00am – 4.00pm Mon-Thu, 8.00am – 3.30pm Fri)
Department	Housing Technical Services - Voids	Salary	Up to SK12 (£38,703 per annum)
Location	Mobile Worker based from Turnpike Close, Grantham NG31 7XU	Contract	Permanent

Main Job Purpose

To carry out building repairs, maintenance and installations across the Council's housing stock including communal areas, ensuring that properties are safe, functional and maintained to a high standard.

You will provide an efficient and customer-focused service to tenants and colleagues, carrying out void repairs while ensuring compliance with health and safety requirements and relevant standards.

This role is not politically restricted.

Main Statement of Responsibilities

- Carry out general building repairs and maintenance activities in occupied and vacant residential properties.
- Undertake a range of building tasks, including brickwork, plastering, rendering, pointing, blockwork, tiling, flooring, carpentry and general making good.
- Carry out property repairs following schedules of works.
- To assist in the assessing, developing solutions for removing damp, condensation and mould.
- Carry out additional works associated to your tasks as a general builder e.g., painting/mould treatment.
- Ensure all work is complete to a high standard, within specified timescales and with minimal disruption to tenants or building users.
- Carry out inspections, identify defects and report any additional works required.
- Maintain accurate records of work undertaken, materials used and additional repairs or follow on works required.
- Identify and report any additional defects, hazards and maintenance issues discovered during work.
- Work collaboratively with other trades within the in-house teams, including plumbers, electricians, joiners and general maintenance operatives.
- Ensure that work areas are left clean, tidy and safe following completions of works.
- Communicate professionally and respectfully with tenants, residents and colleagues, contractors and members of the public.
- Follow all relevant health and safety procedures, risk assessments, method statements and safety systems of work.
- Ensure tools, equipment and vehicles are maintained and used safety and appropriately.

- Respond to reactive maintenance requests and emergency repairs if required.
- Use materials responsibility and minimise waste in line with the Councils environmental and sustainability objectives.
- Comply with the Councils policies, procedures, safeguarding requirements, equality and diversity standards and customer care expectations.
- Undertake training and development as required ad improve skills and competence.
- Participate in training, team meetings and out-of-hours emergency arrangements where required.
- Use Council and contractor IT systems to look up data, maintain repairs records or order materials.
- Carry out work associated with other trades to a competent level e.g, joinery, plumbing, decorating and general maintenance.

Core values

Our vision is to "be the best district in which to live, work, and visit." To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council's operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident's trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Good practical knowledge and experience working as a builder or within a building maintenance environment.
- Ability to diagnose problems, identify suitable solutions and complete repairs efficiently.
- Knowledge of health and safety requirements, risk assessments and safe working practices.
- Understanding of relevant building regulations and requirements.
- Ability to use builder's tools, equipment and materials safely and effectively.
- Good organisational skills, with the ability to prioritise urgent works and manage time effectively.
- Ability to maintain accurate records and use electronic work management systems.
- Commitment to delivering quality workmanship and achieving a high first-time fix rate.

Desirable

- Experience in social housing or local authority housing maintenance.
- Awareness of safeguarding, confidentiality, equality and diversity when working in tenants' homes.
- Ability to work independently and as part of a multi-skilled maintenance team.
- Evidence in other trade skills – multi skilling.
- Experience working in residential properties.
- Knowledge of damp, mould and common property maintenance issues.

Relevant Qualifications

Essential

- Relevant building qualification, such as NVQ Level 2 or an equivalent recognised qualification.
- Basic health and safety awareness, including manual handling and working at height.
- Full driving licence.

Desirable

- Asbestos Awareness
- First aid qualification

Communication and Interpersonal Skills

- Be able to communicate clearly and professionally with tenants, residents, colleagues, supervisors and contractors.
- Be able to explain the work being carried out and provide appropriate updates on progress.
- Listen to tenant's concerns and respond politely and appropriately.
- Follow written and verbal instructions, work schedules and job specifications.
- Maintain accurate written records of completed work and any issues identified.
- Demonstrate sensitivity, patience and respect when working in residents' homes.
- Handle complaints or difficult situations calmly and refer matters to the appropriate manager when necessary.
- Work collaboratively with other maintenance teams to ensure an effective and reliable service.
- Offer flexibility in terms of hours and duties.