STROUD DISTRICT COUNCIL
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# JOB DESCRIPTION

**November 2026**

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| **Designation:** | Multi-Trade Operative |
| **Grade:** | Stroud 4 |
| **Hours:** | 37 |
| **Location:** | Ebley Mill/Littlecombe |
| **Job Purpose:** | To operate as part of multi skilled mobile workforce carrying out routine repairs, installation and maintenance to Homes and Assets owned and managed by Stroud District Council |
| **Responsible to:** | Lead Multi Operative |
| **Responsible for:** | None |

## KEY DUTIES

- Working within clearly defined processes with a moderate degree of supervision on tasks to meet time frames set by line manager whilst being accountable for individual results and the impact these may have on SDC

- Carry out all forms of general maintenance works such as wall and floor tiling, glazing; minor joinery works e.g. gates, fences, fitting noticeboards, painting and grounds maintenance. Identify the extent and scope of the reported defect/s, rectify in order to meet work schedules or alternatively seek the appropriate authorisation for suitable remedial action to occur

- Assist all other trades as and when required. Undertake associated general building repairs and other trade activities as may be required for delivery of satisfactory repairs and in order to meet work schedules

- Estimate, requisition and recommend the acquisition of necessary materials to ensure that appropriate and satisfactory repairs and maintenance are carried out following best building practice and Health and Safety at Work regulations. Manage vehicle material stock by ensuring correct booking and frequent replenishment of items used occurs

- Apply knowledge and skills to record and report on status and condition of fixtures and fittings. This is to enable appropriate information to be fed into reports including recommendations concerning future maintenance

- Responsible for the safe use of a range of portable tools, small plant, ladders and equipment to enable duties of the role to be undertaken

- Participate in learning and development activities that develop personal effectiveness and assist in improving performance in the role

- Liaise with both internal and external customers appropriately and promptly, to ensure those connected or involved in your work are aware of progress and action taken or action required to rectify the identified defect/s

- Participate effectively in Mobile Working by accurately operating the electronic recording system where issued, or paper systems, to plan appointments and for the recording of job order/s including; transmission and maintenance of timesheets, work completion status, vehicle records, materials management and progress against target objectives set for; time, cost and quality

- Participate in the delivery of Out of Hours call out service in accordance with SDC's current policies and procedures

- To contribute as required to the provision of repair information so as to maintain and update the Council's stock condition data

- Work subject to deadlines involving changing problems, circumstances or demand

## SKILLS AND KNOWLEDGE

- General Maintenance and repair works
- Plastering and patch repairs
- Brickwork/Blockwork and Rendering
- Experience of working in occupied domestic properties
- Understanding of H&S as applied in the workplace
- Interdependencies of construction trades
- An understanding of administrative processes and systems
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload

## COMPLEXITY AND CREATIVITY

Work requires the exercise of creativity within the general framework of recognised procedures

- Creativity and innovation in design, product selection, specification and achievement of high tenant satisfaction.
- Laid down procedures to be followed include Council Financial Regulations; Standing Orders relating to Contracts; Service Unit Contract Management procedures as well as observing the terms of the contract used.
- Creativity required to deal effectively and promptly with unforeseen issues arising from work in progress.

- Applying diagnostic processes to problems and faults aiding in the preparation of reports

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## JUDGEMENT AND DECISIONS

Work is carried out within programmes and objectives where there is a wide range of choices and where advice is sometimes available and/or decisions where, policy, procedures and working standards provide only general guidelines

## CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public, tenants and leaseholders

## RESOURCES

Responsible for the proper use and safe – keeping of a range of equipment and PPE required for undertaking the duties of the role.

Examples:

- Ladders
- Hand tools
- Electric power tools
- Battery operated power tools
- Company vehicle (where provided)
- Materials

## TRAVEL

Company vehicle for business use only

## GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.

- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality, diversity, inclusion, equity & belonging policy.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.
- To undertake all appropriate duties required to meet the Council's safeguarding obligations according to the Children's Act (2004), Working Together to Safeguard Children Statutory Guidance (2018), the Care Act (2014) and the Care and Support Statutory Guidance (2014), Mental Health Capacity Act (2005), and Deprivation of Liberty Standards (2007).

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*