JOB DESCRIPTION

Directorate:	Chief Executive's Department
Division:	Housing
Post No & Job Title:	Single Trade Operative
Grade:	Grade 7
Responsible to:	Multi Skilled Team Leader
Responsible for:	No responsibility for employees.
Main purpose of the job:	To undertake repairs to the Council's housing stock, for a single trade including joinery, building and plumbing.

Main Duties and Responsibilities:

1. Undertake works as booked by the Repairs Contact Centre, both within tenanted and empty properties

2. Attend appointments promptly and provide tenants with information and updates on work that is being undertaken.

3. Ensure that steps are taken to keep dust and dirt to a minimum within tenanted properties and that properties are left in an acceptable condition on completion of work.

4. Ensure that all safe systems of work and risk assessments are followed.

5. Maintain van stock as required, to assist with repairs being completed at first visit whenever possible.

6. Promptly record outcome of visit on the housing management system, providing detailed notes and ensuring that start and finish time are accurately recorded.

7. Work to reduce the number of 'no access' visits by taking all necessary action, such as calling tenants when property is empty when visit is attempted.

8. Respond to requests from the Repairs Contact Centre to attend emergency appointments.

9. Work closely with other teams in the housing service to ensure that information is shared regarding tenancy matters, including hoarding and properties in poor condition.

10. Maintain tools and equipment to the required standard.

11. Comply with all requirements in respect of Council vehicles, ensure that daily checks of van provided are undertaken prior to starting work.

12. Participate in the Council's out of hours' emergency callout rota

13. Carry out any other duties that are within the scope and grading of the post which could be requested by the line manager or Head of Housing.

DESIGNATED CAR USER

A car user status has not been attached to this post.

SPECIAL CONDITIONS

The post holder will be required to be on call on a rota system.

RESTRICTIONS

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of Single Trade Operative but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.