



**North  
Northamptonshire  
Council**

## **Job Description and Person Specification**

### **Job details**

Job title: Skilled Trade Operative

Grade: CBC Trades SCP 52

Reports to: Repairs Officer / Team Leader

Responsible for: N/A

Directorate and Service area: Adults, Health Partnerships and Housing – Housing Property Services

### **Purpose of the job**

To undertake repair and refurbishment to the Council's housing stock and corporate properties

### **Principal responsibilities**

1. To carry out maintenance and repair works as per works order specification.
2. To complete works orders regarding schedule of rates
3. To comply with safe working practices
4. To comply with requirements relating to vehicle maintenance (e.g. vehicle cleaning and maintaining fluid levels) and completion of associated paperwork
5. To comply with the Council's skilled agreement and asbestos related responsibilities, including commitment to training.
6. Carry out reasonable allied duties to the above
7. PDA – (personal data assistant) to operate effectively and efficiently according to NNC business objectives.
8. Ensure that the Health and Safety of themselves and all others affected by their work is a priority and H&S procedures and policies are strictly followed and adhered to.



---

## **Additional Information / Local Agreements attached to this post**

*Post holder may take part in emergency out of hours call out duties*

*Post holder must be willing to travel*

*Post holder must hold a valid driving licence*

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



**North  
Northamptonshire  
Council**

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>Appropriate recognised qualification. NVQ or City and Guilds or equivalent</p> <p>Time served apprenticeship</p>	NVQ level 3
Experience and Knowledge	Practical experience for Housing Maintenance	
Ability and Skills	<p>If this is a customer-facing role, spoken English fluency.</p> <p>Numerate</p> <p>Good interpersonal skills</p> <p>Health and safety aware</p> <p>Team player</p> <p>Willing to undertake training</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Driving Licence	