# Job Description and Person Specification

## Job details

Job title: **Multi Skilled Operative**

Grade: **CBCTR52 - CBCTR53**

Reports to: **Team Leader/Repairs Officer**

Responsible for: **N/A**

Directorate and Service area: **Housing Property Services (R&M)**

**Purpose of the Job:**

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

**Principle Responsibilities:**

(This list contains the main duties and responsibilities of the post holder but it is not an exhaustive list)

1. To carry out maintenance and repair works as per works order specification
2. To complete works orders to a schedule of rates
3. To comply with safe working practices
4. To comply with requirements relating to vehicle maintenance (eg vehicle cleaning and maintaining fluid levels) and completion of associated paperwork
5. To make full use of the Council’s multi-skill agreement
6. Carry out reasonable allied duties to the above
7. Use a 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.

## 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.

# 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

# Person Specification

| **Attributes** | **Essential criteria** | **Desirable criteria** |
| --- | --- | --- |
| Education, Qualifications and Training | Appropriate recognised qualification. NVQ or City and Guilds or equivalent  Time served apprenticeship | NVQ level 3 |
| Experience and Knowledge | Practical experience for Housing Maintenance  Health and safety aware  Multi skilled | Willing to undertake training |
| Ability and Skills | Numerate  Good interpersonal skills  Team player |  |
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| Additional Factors | Driving licence |  |