



North  
Northamptonshire  
Council

Your new council  
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## **Job Description and Person Specification**

### **Job details**

Job title: Multi Skilled Trade Operative

Grade: CBC Trades SCP 52-53

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 multi-skill 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.



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## **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.



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## **Person Specification**

<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
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	
Ability and Skills	If this is a customer-facing role, spoken English fluency.  Nurate  Good interpersonal skills  Health and safety aware  Multi skilled  Team player  Willing to undertake training	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Driving Licence	