

## North Northamptonshire Council – Job Description

### Multi Skilled Operative

<b>Service Area:</b>	<b>Housing - Depot</b>
<b>Reports To:</b>	<b>Team Leader/Repairs officer</b>
<b>Responsible For:</b>	<b>N/A</b>
<b>Scale:</b>	<b>NNBAND04</b>

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#### Overall Job Purpose:

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

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#### Main Duties and 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 regarding 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 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*

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I have read and understood the job description and sign to accept the above terms and conditions of employment.

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Authorisation Signature \_\_\_\_\_

Date: \_\_\_\_\_

## Corby Borough Council – Person Specification

The ideal candidate will be able to demonstrate the following skills, knowledge and experience

Criteria	Skills, Knowledge, Experience etc	Essential / Desirable	Method of Assessment
Education / Qualifications	Appropriate recognised qualification. NVQ or City and Guilds or equivalent	E	Application
	Time served apprenticeship	E	Application
	NVQ level 3	D	Application
Skills / Experience	Practical experience for Housing Maintenance	E	Interview
	Numerate	E	Interview
	Good interpersonal skills	E	Interview
	Health and safety aware	E	Interview
	Multi skilled	E	Interview
	Team player	E	Interview
	Willing to undertake training	D	Interview
Miscellaneous	Driving licence	E	Application
	Aware of equal opportunities relevant to role	E	Interview