



## HOMES DIRECTORATE

### JOB DESCRIPTION

<b>Post Title</b>	<b>General Builder / Plasterer (with multi skilled abilities across other construction trades)</b>
<b>Salary Scale</b>	Up to £ 30,757 per annum (subject to experience)

<b>Main Purpose of Job</b>	To carry out all aspects of building / plastering / damp-proofing works / tiling and general repairs, maintenance and refurbishment.
<b>Reporting To</b>	The postholder will report to the Team Leader Planned Repairs.
<b>Responsible for</b>	Apprentices / Trainees when applicable

#### 1. Main Duties and Responsibilities of the role:

##### Main Duties

To significantly contribute to the provision a first rate responsive and planned repairs service for South Lakes Housing's tenants by providing 'Right First Time' building repairs including:

- All aspects of plastering and wall tiling
- Damp-proofing works
- Rough cast, dash and rendering
- Screeding and concrete works
- Flagging and drainage
- Installation and maintenance of rainwater goods

- Various aspects of roof work
- Brick / block work and stone walling
- To undertake minor joinery/plumbing/electrical work (the making safe, removal of sockets etc. but **not** the connection of supply) and other associated trades to ensure the successful completion of works.
- To inspect and assess the work requirements of issued orders.
- Ensuring site cleanliness during Maintenance work and upon completion of work.

In addition to the above, the post holder will exercise the following responsibilities:

### **Responsibilities**

- Support the Executive Management Team, in the development and delivery of SLH's corporate policies and objectives to an excellent standard
- Ensure (in collaboration with others) that continuous improvement, value for money and best value are delivered by challenging existing practices, setting targets for improvement and intervening as necessary ensuring an efficient, high performing, customer focussed service
- Represent the interests of SLH to external parties
- To comply with SLH's Health & Safety Policy and Procedures including the Code of Safe Working Practices and Drivers Pack.
- Contribute towards the achievement of the vision and objectives of SLH

### **Key Accountabilities**

- Ensure the effective delivery and operation of the service
- Assist and contribute in the activities to modernise service delivery and management.

### **Customer Focus**

- Maintain awareness of customer and community needs and how they will impact on service demand over the short/medium term
- Ensure continuous service development in response to customer needs
- Assist in the development and maintenance of a market led service

### **Performance Management**

- Assist and contribute in the meeting of a range of relevant national and local performance indicators.

### **On Call Obligation**

- You will be part of the Emergency 'Out of Hours' team. This is worked on a rota basis for which a payment is made.

### **Human Resources**

- Participate with the Annual Personal Development Review process as required.

**No job description can cover ever issue which may arise within the post at various times and the jobholder is expected to carry out other duties requested by the Director of Assets & Investment, the Repairs Operations Manager and the Team Leader Planned Repairs from time to time.**

**2. Person Specification: General Builder / Plasterer (with other multi skilled abilities across other construction trades)**

Ideally candidates will be able to fulfil the majority of the criteria outlined below

**E = Essential**

**D = Desirable**

<b>1</b>	<b>Education and Qualifications</b>	
A	Apprenticeship training with NVQ Level 2 in construction / plastering or equivalent	<b>E</b>
B	NVQ Level 3 or equivalent	<b>D</b>
C	Ability to demonstrate competence in a variety of building/maintenance tasks	<b>E</b>

<b>2</b>	<b>Experience</b>	
A	Wide range of building / plastering and maintenance work	<b>E</b>
B	Minimum of two years post qualification experience on building maintenance work	<b>E</b>
C	Experience of working in a Social Housing setting	<b>D</b>

<b>3</b>	<b>Special Skills and Knowledge</b>	
A	Health and Safety at work relating to building / plastering work e.g. ladders, portable hand tools, abrasive wheels, asbestos awareness etc.	<b>E</b>
B	The ability to trace, diagnose and rectify faults	<b>E</b>
C	Knowledge of the skills, technology and safety procedures required to carry out the full range of tasks contained within the job description.	<b>E</b>
D	Other trade skills and methods of work / materials	<b>D</b>
E	Full driving licence for a passenger car with no more than 6 current penalty points	<b>E</b>

<b>5</b>	<b>Additional Requirements of the Job</b>	
A	Ability to work with the minimum of supervision	<b>E</b>
B	Ability to resolve problems with own initiative / experience	<b>D</b>
C	Ability to work flexibly being part of the Emergency Out of Hours Team	<b>E</b>

<b>4</b>	<b>Personal Skill</b>	
A	Excellent Customer Care skills	<b>E</b>
B	Strong commitment to team working and proven ability to work well as part of a team	<b>D</b>
C	Interest in and commitment to local public service delivery	<b>D</b>
D	Good verbal and written communication skills including the completion of necessary work documentation	<b>D</b>

**Conditions of Service:**

- The Post holder will be expected to comply with the SLH's Code of Conduct for Employees.
- Equal Opportunities - SLH aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. SLH condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.
- Comply with the relevant duties and responsibilities under the Health & Safety Work etc. Act 1974. The Management of Health and Safety at Work Regulations 1999 (as amended) All relevant Codes of Safe Working Practice, policies and other health and safety information relevant to your Services area of work. The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.
- All employees must have due regard to the SLH's current Management Arrangements for Data Quality. All employees have a responsibility to ensure that the data they collect, manage and report, including data from third parties is accurate, valid, reliable, relevant, complete and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to provide quality data.
- Period of notice by the employee to South Lakes Housing: **1 month**.
- The salary is based on **40 hours per week** however the nature of the role may require longer working hours to complete tasks. Overtime rate is applicable to this role.

Place of work: **Kendal**. However, you will be required to work throughout SLH's area of operation.

Job Description drawn up by: - **Repairs Manager**  
Date: - **February 2024**