

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Housing & Safer Communities

POSTHOLDER

SECTION Caretaking Services

GRADE Scale 3

POST DESIGNATION General Maintenance Operative

Purpose of Job:

To be responsible to General Maintenance Team Leader for: undertaking painting, mould clearance, waste clearance and general grounds maintenance within Royal Borough of Greenwich owned/managed properties on a programmed or ad-hoc basis.

Manages upto 0 directly managed staff.

Manages upto 0 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) To work between the hours of 6:00am and 8:00pm Monday to Friday, as directed by Line Manager, there may be a requirement to cover out of hours in emergency situations. Weekend working may also be required.
- 2) To provide a range of painting tasks borough-wide for both internal and external areas, communal areas and within resident's dwellings.
- 3) To provide mould washing services to resident's dwellings, including offering advice on mould prevention methods.
- 4) Work at heights using step ladders, extension ladders, scaffold towers and cherry pickers.
- 5) Maintaining accurate records of all works, ensuring appropriate documents and forms are completed within a timely manner, this includes using IT and handheld technology.
- 6) To use a range of power tools, equipment, and small tools, and to clean and undertake minor maintenance of equipment ensuring that plant is maintained in a safe working order for day-to-day operational duties
- 7) To liaise with client officers and residents regarding works within their blocks/dwelling.

- 8) To undertake clearance of brambles, Buddleja, Ivy and alike, removal of self-seeders, weeds, and fence-line clearances, as well as maintaining grass areas as directed by Line Manager.
- 9) Cleaning/clearing of communal areas and dwellings, including but not limited to fire damage, waste removal, dead animals, and drug paraphernalia.
- 10) Carry out driving duties as required.
- 11) To undertake any other work appropriate to the level and general nature of the post's duties.
- 12) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 13) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 14) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 15) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to:

General Maintenance Team Leader