

**Department:** Housing Services

Post Holder:

**Section:** Repairs and Investment

Grade: C

**Designation:** Pavior

Post No:

### **Purpose of the Job**

To undertake professional skills and activities across a range of job types either alone or as part of a team in your own trade discipline. To keep accurate records of works undertaken and materials used and ensure that the quality of works meet current QCC requirements.

### **Specifically:**

1. To provide a range of professional skills throughout all contracts serviced by Asset Management.
2. To provide personal trade tools for use during the working day.
3. To drive and operate vehicles within your capabilities as requested by the line manager
4. To liaise with the line manager and Asset management admin staff to discuss job orders, and to where necessary agree variations to orders before undertaking the work
5. To liaise with client officers and residents on works orders providing advice and experience.
6. To record and document all works undertaken in line with the SOR to assist in the final account process.
7. To use new IT or Handheld technology
8. To use a range of powered tools and equipment, small tools and access equipment and to report all defects
9. To clean and undertake minor maintenance of equipment ensuring that plant is maintained in a safe working order for day-to-day operational duties.
10. To be responsible for the security of vehicles and plant used ensuring they are locked or stored in a safe place overnight.
11. Ensure that stocks of materials used are recorded and agreed levels are maintained as specified by Asset management Quality Management Systems

12. When working alone or alongside other tradespersons provide assistance to enable the works to be completed to the appropriate standard and within the priority order.
13. To have due regard to the provision of Health and Safety legislation at all times and to work in accordance with the Asset management RED FOLDER induction.
14. To be responsible for the Health Welfare and safety of others whilst undertaking works (Protection of the Public)
15. To keep up to date with all developments within the building trade and willingly participating in any training deemed necessary by the line manager.
16. To respond to emergency call out as appropriate and in the event of a Borough emergency and to assist as required.
17. To fully comply with Asset management Quality Management system, contributing to the system and put forward to management any proposals or amendments to improve Asset management operation and ensure continuous improvement of the service
18. Attend and contribute to all staff meetings as requested by Asset management, management team

Designation of which the post holder Normally Reports: Asset management supervisor