

ROYAL BOROUGH OF GREENWICH

## **JOB DESCRIPTION**

**DEPARTMENT:** Housing and Safer Communities **POSTHOLDER:**

**SECTION:** Repairs and Investment **GRADE:**

**POST DESIGNATION (TITLE):** Tiler and Slater (Roofer)

### Purpose of 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 to ensure that the quality of works meet current QCC requirements.

### Specifically:

1. To provide a range of professional skills throughout all contracts serviced by Repairs and Investment management.
2. To provide professional 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 maintain qualifications/licence's and accreditations for all vehicles driven or operated.
5. To liaise with the line manager and repairs and investment staff to discuss job orders, and to where necessary agree variations to orders before undertaking the work.
6. To liaise with client officers and residents on works order providing advice and experience.
7. To record and document all works undertaken in line with the SOR to assist in the final account process.
8. To use new IT or handheld technology.
9. To use a range of powered tools and equipment, small tools and access equipment and to report all defects.
10. To clean and undertake minor maintenance of equipment ensuring that plant is maintained in a safe working order for day-to-day operational duties.
11. To be responsible for the security of vehicles and plant used ensuring they are locked or stored in a safe place over night.
12. Ensure that stocks of materials are recorded and agreed levels are maintained as specified by Repairs and Investment quality management systems.

13. When working alone or alongside other trades person provide assistance to enable the works to be completed to the appropriate standard and within the priority order.
14. To always have due regard to the provision of Health and Safety legislation and to work in accordance with the asset management RED FOLDER induction.
15. To be responsible for the health welfare and safety of others whilst undertaking work (Protection of the public)
16. To keep up to date with all developments within the building trade and willing participating in any training deemed necessary by the line manager.
17. To respond to emergency call out as appropriate and in the event of a borough emergency to assist as required.
18. To fully comply with Repair and Investment quality management system, contributing to the system and put forward to management any proposals or amendments to improve Asset Management operations and ensure continuous improvement of the service.
19. Attend and contribute to all staff meetings as requested by Repairs and Investment management team.

Designation of which the post holder normally reports to: Repairs Supervisor