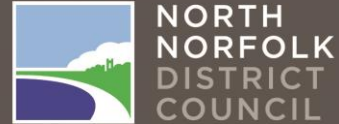


# JOB DESCRIPTION



## **Multi Skilled Maintenance Operative (2317,2318)**

### **Service Area**

Property Services

### **Manager/Team Leader**

Property Services Team Leader

### **Direct reports**

N/A

### **Total Managed**

N/A

### **Purpose of the Role**

To support the existing NNDC Maintenance Team by undertaking programmed small works on NNDC buildings and assets. These include, carpentry, plumbing, minor building works, painting and general maintenance. You will also be required to support the team on reactive works and be available to assist on emergency call outs when required.

### **Key Result Areas**

1. To undertake a wide range of multi skilled maintenance tasks, including plumbing, carpentry, and general maintenance and construction for NNDC assets within a scheduled programmed time. Completing them to a high specification standard.
2. To maintain records of work/job sheets completed and communicate effectively on any potential issues regarding the works completed to the Property Services Team Leader/ Project Support Officer.
3. Ability to manage a busy workload and schedule the work priorities to meet the requirements of the programmed works.
4. To provide out of hours cover as requested by the out of hours' service or Property Service Programme Manager.
5. Ability to work with the Maintenance Team when required, assisting on ad hoc adverts, such as high profile media campaigns.
6. To undertake relief caretaker cover, such as opening and closing, setting the alarms on NNDC buildings as and when required.
7. To take responsibility for your own Health & Safety at work and that of the other persons who may be affected by your actions.
8. Any undertake other work required and as directed within the confines of the existing grading and post.

# PERSON SPECIFICATION



**NORTH  
NORFOLK  
DISTRICT  
COUNCIL**

<b>Multi Skilled Maintenance Operative (2317,2318)</b>				
		<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
<b>Experience/ Knowledge</b>	Relevant experience as a multi skilled building operative or trade	✓		<b>Application /Interview</b>
	Ability to understand basic construction drawings and build to plan.	✓		<b>Application/ Interview</b>
	Demonstrate a good understanding of Health and Safety work practices.	✓		<b>Application /Interview</b>
	Ability to manage works programme and work unsupervised	✓		<b>Interview</b>
<b>Qualifications</b>				
<b>Qualifications</b>	Completed an Apprenticeship, or hold a minimum NVQ Level 2 or equivalent (eg City & Guilds Basic Craft Certificate)	✓		<b>Application</b>
	Good general standard of education, (Literacy and Numeracy Aptitude Test)	✓		<b>Application/ Aptitude Test</b>
	Hold a CSCS Card	✓		
	Qualified First Aid Certificate		✓	<b>Application Form</b>
	Full UK Driving Licence	✓		<b>Application</b>
<b>Training</b>				
<b>Training</b>	Working at Heights		✓	<b>Application/ Interview</b>
	Pasma Trained		✓	<b>Application/ Interview</b>
	Abrasive Wheel Trained		✓	<b>Application/ Interview</b>

\*In order to assess this from the application form we require you to provide an example

		Essential	Desirable	How Identified
<b>Skills</b>	Excellent attention to detail	✓		Application/Interview
	Excellent problem- solving ability	✓		Application/Interview
	Ability to plan and programme scheduled works		✓	Application/interview
	Ability to identify and recognise potential defects or problems.	✓		Application/Interview
<b>Aptitude and Disposition</b>	Excellent interpersonal skills	✓		Application/Interview
	Ability to respond effectively to customers and manage difficult situations/conflict.		✓	Application/Interview
<b>Personal Circumstances</b>	Ability to work flexibly (a rotational shift pattern (Mon - Fri Week 1 Tues –Sat Week 2)	✓		Application/Interview
<b>Physical</b>	Ability to work in a physically demanding environment and various weather conditions.	✓		Application/Interview
	Ability to work at heights	✓		Application/Interview

\*In order to assess this from the application form we require you to provide an example