Lancaster City Council - Job Description & Person Specification

Job Title:	Apprentice Plasterer	**Grade:**	Apprentice rate for duration of apprenticeship then GGS 7	**Job Code:**	LCC205
Service/Team:	Housing & Property. Repairs & Maintenance.	**Role Type: *Delete as appropriate**	FIXED	**Reports to: *Title & LCC Code**	Responsive Repairs Manager, Minor Works Manager & Voids/Empty homes Manager
Line Manages: *Title/s & LCC Code	No line management responsibilities				

Job Overview

<u>As an apprentice plasterer you will receive on the job training and attendance at College to undertake when fully qualified the following range of duties.</u>

To carry out site-based plastering/tiling works throughout the district, on the Council's housing stock and associated Council buildings.

This role offers hands-on experience while working towards a level 2 Apprenticeship in Plastering at Preston College. You'll have all the support you need to learn new skills whilst working with us and will spend 20% of your time in the role on your studies.

The broad purpose of a plasterer is to apply layers of plaster onto walls, floors and ceilings. This helps to protect buildings, making them more robust and also look better.

During your apprenticeship, you will learn the basics of plastering, including health and safety, tools and equipment, and mixing materials. The skills acquired will include being able to prepare background surfaces, repair damaged walls, plaster areas and produce finished surfaces using a variety of techniques and materials. You will also learn floating and skimming to various backgrounds, plaster boarding and skimming ceilings, and running a cornice mould and fix into position incorporating external and internal mitres.

Upon successful completion of your apprenticeship and demonstration of competency in role, you'll move to a full-time, permanent role with the Council.

Direct Responsibilities

Carry out specific plastering/tiling works under the direction of various RMS Managers (you will gain experience of working in occupied & vacant homes). You will complete plastering/tiling works and other maintenance tasks in connection with RMS operations for;

- Responsive maintenance (day to day)
- Void management works
- Minor works
- Other associated maintenance works

To operate and comply with all reporting systems and returns, including electronic devices e.g. PDA or equivalent equipment.

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Be customer focussed. All interactions with the tenants/ public should give them the best impression of the council and staff in general. The workforce is the face of the Council.

Comply with the Council employment, driver and transport policies if you possess a fully driving licence. You will not be allocated a Council vehicle to drive during your apprenticeship.

Primary Measurable Objectives

To work on Responsive Repairs/ Voids/ Planned Maintenance alongside our fully qualified and experienced plasterers. During your apprenticeship you will ensure work is completed to the required standard and within allocated timescale, ensuring all repair appointments are attended at the pre agreed time.

Follow all Health and Safety requirements on site.

Identify operations improvements that can be made via your line manager.

PPE and Council clothing will be provided and must be worn at all times during working hours.

Staff Management Responsibilities

None

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Person Specification			
Knowledge & Educational Requirements	**Essential Criteria**	**Desirable Criteria**	**Assessed by: App Form, Interview, Certificate, Test, Other…**
Specialised Qualifications & Training		A demonstrable aptitude for wanting to work in the Council housing Repairs & Maintenance sector	App Form, Interview, Certificate
Experience		A demonstrable aptitude to want to learn a new skill as an apprentice plasterer/tiler.	App Form, Interview
Job Related Skills, Knowledge & Abilities		Undertake work related training as required, to meet the changing needs of the Service, Client, and Industry and to embrace new technology and practises To understand and comply with responsibilities for both you and your employer in relation to Health, Safety, and Welfare in the workplace.	App Form, Interview
Personal Attributes Including Interpersonal & Communication Skills		To have basic computer knowledge but not essential, training will be given. Be able to organise your own workflow.	App Form, Interview
Special Requirements/Other		The ability to pass a basic clearance with the Disclosure & Barring Service.	App Form, Interview

Additional information
Lancaster City Council Specific Knowledge Once in post, demonstrate: Understanding, implementation and adherence to Lancaster City Council's policies and procedures. Understanding, implementation and adherence to Our Values. Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan. General Statement The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

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As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development
You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work
All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities
Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency
You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety
Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding
Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.