

Lancaster City Council - Job Description & Person Specification

Job Title:	Plasterer/Tiler	Grade:	GG57	Job Code:	LCC205
Service/Team:	Housing & Property. Repairs & Maintenance.	Role Type: *Delete as appropriate	FIXED	Reports to: *Title & LCC Code	Responsive Repairs/ Void Supervisor
Line Managers: *Title/s & LCC Code	Responsive Repairs / Void Manager				

Job Overview
To carry out site-based plastering/tiling works throughout the district, on the Council's housing stock and associated Council buildings.
Direct Responsibilities
Carry out specific instructions for work under the direction of the Department Manager(s) and Supervisor(s), and as directed progress and complete plasterer /tiling works and other maintenance tasks in connection with RMS operations for; • Responsive maintenance (day to day) • Void management works • Planned works • Other associated maintenance works To operate and comply with all reporting systems and returns, including electronic devices e.g. PDA or equivalent equipment. Be flexible in your working practice and in addition to your core Plastering/tiling skill undertake other maintenance tasks including multi skilling as directed to meet the demands of our workload or operational requirements, specific training may be required. 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. Operatives on occasions will be required to make decisions on their own, as to the best way to complete the job. All decisions are to be made in line with Council Policies and the values and behaviours expected. Empowerment on site for the operative to make a decision in relation to the job necessity. The decision is to be made in line with the Lancaster Standards and ensures value for money. Ensure van stock levels are regularly replenished.

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Primary Measurable Objectives

To work on Responsive Repairs/ Voids/ Planned Maintenance to 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 Site Supervisor.

Be able to organise your own workflow.

PPE and Council clothing will provide and must be worn during working hours.

Staff Management Responsibilities

Direct line management is not required, however on occasions you be required to show leadership and direction to departmental apprentices/ trainees.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	NVQ or equivalent certificate in plastering <u>OR a minimum of 3 years plastering experience-</u> A good understanding of the building trade.		App Form, Interview, Certificate
Experience		To have served in an apprenticeship or equivalent in plastering.	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. To meet our high standards for workmanship, quality and customer focus always. To have a good understanding of social housing, which includes working in tenanted properties.		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	To hold a full driving licence.		App Form, Interview

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	The ability to pass a basic clearance with the Disclosure & Barring Service.		
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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.

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.