

Multi Trades Operatives

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Company: Deekay Technical Recruitment

Location: Ashford

Category: other-general

Multi Trades Operatives

Ashford Borough Council

3 months+

40 hours per week

ESSENTIAL/DESIRED QUALIFICATIONS

Level 2 Qualifications in either of below:

- Multi-Trade / Carpentry

Qualifications in Plumbing and Locksmithery.

Experience in reactive maintenance within domestic properties desirable.

ESSENTIAL/DESIRED SKILLS

Excellent organisational skills

Current and Valid Full & Clean UK driving license

Professional attitude and approach to work

Ability to competently operate MS office or another software on a PDA device

Able to plan own workload

Ability to work independently or as part of a team

Ability to deal with change

OTHER

Self motivated

Enthusiastic

Flexible & adaptable

Good communicator

Well presented

Reliable

Displays initiative

Confident

Attention to detail

1. To organise and timetable allocated work consisting of various multi trade tasks to a high standard as instructed by the Housing Team. Including but not limited to carpentry (Dominant Trade), plumbing, tiling, painting & decorating, UPVC repairs and locksmithery.
2. Assist with the adherence to the Ashford Borough Council's quality standards
3. Ensure compliance of workmanship schedules.
4. To work to the Safe System of Works and use approved and allocated PPE appropriately and responsibly, detailing shortage of items ahead of potential barren stock.
5. To be responsible for, and maintain care for all allocated tools, PPE and materials, and use as per manufacturers instruction and in adherence to SSOW to maintain compliance.
6. Maintaining a safe, tidy, and clean work area, inclusive of the mobile working site and vehicle of transport.

7. To be responsible for and take due care of the allocated van in accordance with Ashford Borough Council's drivers' policy.
8. To be responsible for your own safety and all others around you, and to ensure compliance with all relevant Health and safety legislation.
9. To record all details of time attendance and materials used. To follow the Council's policies and procedures with regards to obtaining materials. To be accountable for all materials and goods procured from the Council's suppliers.
10. To record all details of works undertaken and or required, inclusive of job reports, pre and post images and coding.
11. To review and maintain van stock inclusive of materials and PPE, and other ad hoc items, to facilitate safe and responsible performance.
12. Ensure accurate / timely completion of any relevant site-based documentation and accurate and real time use of company PDA.
13. To mentor, train and supervise any apprentice's and labourers and be responsible for them in the workplace whilst allocated to you.
14. To undertake appropriate Liaison with all residents, customers, Supervisor & Managers, consultants and administrators.
15. Make every effort to attend mandatory courses relevant to your role and to detail gaps or failure in completion to your line manager.
16. To be responsible for holding keys for communal entrances, meter cupboards and allow access where appropriate.
17. To adhere to Ashford Borough Council's uniform policy
18. To provide technical advice and support to other colleagues in Housing Services. Where possible, to contribute to enhancing other teams' knowledge and understanding.
19. To provide an out of hours emergency service on a rotated basis
20. To provide overtime cover as and when there is a necessity
21. To comply with any other reasonable management request
22. Equal Opportunities
 - a) To promote equality of opportunity in employment and service provision, and eliminate unlawful discrimination.
 - b) To recognise that people have different abilities to contribute to the Council's goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms.

23. Emergency Planning

- a) To participate as required in the Council's Emergency Planning operations including undertaking training and exercising as directed
- b) To participate in the response to an emergency which may involve duties outside your normal job description and at times outside your contracted hours.
- c) To participate in the recovery stage following the emergency.

24. Business Continuity

In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations.

25. Data Protection

To ensure that data quality and integrity is maintained and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation.

26. Health and Safety

All employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Council's Health and Safety Policy, available on the Intranet or from Personnel.

27. Safeguarding

Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and adults at risk of harm within the borough.

28. Additional Duties

To undertake any additional duties of a similar level of responsibility as may be required from time to time.

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