

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>BUILDING MAINTENANCE APPRENTICE</b>
<b>POST NUMBER:</b>	<b>HB21</b>
<b>GRADE:</b>	<b>Apprentice Rate</b>
<b>RESPONSIBLE TO:</b>	<b>MENTOR OR SUPERVISOR</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>
<b>LIAISON WITH:</b>	<b>Maintenance Supervisor, Maintenance Supervisor (Voids and Adaptations), Maintenance Surveyor, Tenants, Technical Support Team, Repairs Manager, Council Staff, Public and Private Sector Clients.</b>

### **KEY CORPORATE ACCOUNTABILITIES:**

**The post holder will undertake carpentry repairs and maintenance work for the Council and Council Tenants, and will promote the Council's aims and objectives in the provision of a professional service.**

### **KEY SERVICE ACCOUNTABILITIES:**

1. Assist in the diagnosis and rectification of core trade related repair requests
2. To ensure that the quality of work meets the highest standards at all times
3. Carrying out all other core trade related repairs as instructed by the Mentor/Supervisor
4. Support other trades to deliver a professional and safe maintenance and repairs service to Tenants
5. To diligently learn and achieve high standards in practical work based activities and at College
6. Respond swiftly to emergency situations and resolve them efficiently
7. Undertake all work efficiently and cost effectively, minimising non-productive time wherever possible and reporting any difficulties encountered to Mentor/Supervisor
8. Ensure that works are carried out in accordance with the Occupants Charter and any relevant regulations
9. Risk assess and plan each job on site
10. Maintain tools, plant and equipment in a clean and workable condition
11. Maintain accurate records of works undertaken including job tickets and timesheets and other required paperwork

**OTHER DUTIES:** In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

**HEALTH AND SAFETY:** The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

The post holder must comply with industry regulations and Health and Safety legislation, policy and procedures

**DATA PROTECTION:** It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

**EQUAL OPPORTUNITIES:** The Council is committed to providing equality of opportunity, and has an Equal Opportunities Policy, which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.

## MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

**The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter**

## **PERSON SPECIFICATION**

### **BUILDING MAINTENANCE MODERN APPRENTICE**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience:</b>		<ul style="list-style-type: none"><li>• GCSE or equivalent in Maths and English</li><li>• Work experience in a related organisation or field or experience of a working environment</li></ul>
<b>Knowledge and Expertise:</b>		<ul style="list-style-type: none"><li>• Experience or knowledge of construction / building trades</li><li>• Experience in a customer focussed or related role</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>• Ability to communicate clearly</li><li>• Able to assess and apply numerical calculations</li><li>• Able to visualise plans / spatial awareness</li><li>• Able to understand written and verbal instruction</li></ul>	<ul style="list-style-type: none"><li>• Ability to communicate at all levels</li><li>• Manual dexterity</li></ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"><li>• Self-organised</li><li>• Able to accept instruction</li><li>• Team player</li><li>• Takes responsibility / attention to detail</li><li>• Willing to learn / develop</li><li>• Committed to equality of opportunity and understanding of diversity issues</li></ul>	<ul style="list-style-type: none"><li>• Time management / prioritising</li><li>• Proactive</li><li>• Diplomacy / ability to cope with conflict</li></ul>
<b>Special Requirements:</b>		<ul style="list-style-type: none"><li>• Full driving licence</li></ul>

