

JOB PROFILE

JOB TITLE: Multi Skilled Operative
REPORTING TO: Site Supervisor

JOB OVERVIEW

To carry out a multi discipline role and provide a comprehensive service to domestic and commercial properties in accordance with the relevant safety regulations and business procedures.

ABOUT THE ROLE



**PEOPLE
FOCUSED**



**ALWAYS
ACCOUNTABLE**



**SIMPLY
INNOVATIVE**



**HELPFULLY
SMART**

Our business starts with you, and the work you do has never been more important. By living our principles we're able to deliver better outcomes every day.

PEOPLE FOCUSED

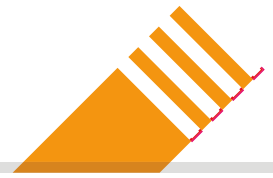
We're people focused which means you'll:

- Talk to clients and customers, carry out the work and put their needs first
- Leave homes clean and safe and get tenant signatures when you've finished the job
- Work closely with colleagues in your team and build relationships with the wider Liberty team
- Supervise and control apprentices, educating them to the standards expected by Liberty, ensuring they work in a safe and efficient manner.

ALWAYS ACCOUNTABLE

You are trustworthy and can be relied upon to:

- Ensure set income targets are achieved
- Maintain and replenish vehicle impress stock
- Drive and be responsible for a departmental vehicle within the organisations regulations/instructions.
- Report any faulty appliances, installations or equipment which do not comply with the current safety regulations.
- Operate all machinery and equipment in a safe and correct manner using all safety devices and practices.
- Handle any transport materials in a safe working manner
- Look after tools, materials and equipment guarding against loss or theft and making them available for use when required.
- Report finds of asbestos through the Department's Asbestos Procedure.



- Record and document work activities/deliveries
- Carry out work at heights using ladders, scaffolding and work in confined spaces and in a variety of work conditions that may prevail at that time

SIMPLY INNOVATIVE

We're driven by intelligent thinking. To make sure we're ready for the future you'll:

- Work from written and verbal instructions, including drawings, diagrams, sketches, calculations using measuring equipment where appropriate.
- Assess plan and requests parts and materials required to carry out the work
- To undertake such additional duties as are reasonably commensurate with the level of this post.

HELPFULLY SMART

You'll play an important part in meeting – and exceeding customer expectations and providing straight forward solutions to make places safe, smart and better by:

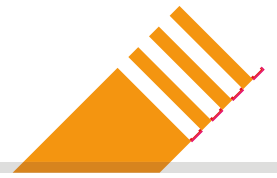
- In addition to your main trade, carry out other trade operations to a satisfactory standard.

Duties may include:

- Repair/renew/fit soffit fascia and barge boards
- Repair/renew ceiling and floor joists, stairs, studding, partition walls, T and G or sheet flooring.
- Repair/renew doors and door casing, skirting, handrails, balustrades, pipe boards and ducting panelling
- Repair/renew kitchen units, work tops and decorative finishes
- Repair/replace/fit ironmongery to doors and windows
- Repair/renew timber and UPVC window frames
- Repair/renew timber fencing and gates
- Patch plastering
- Wall and floor tiling
- Minor plumbing activities

WHAT WE ALL NEED TO DO

- Things can change so we may ask you to carry out other duties to make sure we continue to meet business and people needs. We'll consult you first and always make sure any different duties are in line with your post and salary
- If you access commercially sensitive or personal information that may be covered by the Data Protection Act you must maintain confidentiality in line with our policies and procedures. Let your manager know if you aren't clear about anything
- We are an inclusive and diverse business. To help us achieve our vision of improved lives we all live by four main values: passion, openness, respect and trust. You'll need to familiarise yourself with and work within our equality and diversity and people management policies to help make sure we deliver excellent customer service
- You'll play an important part in making sure we continue to maintain and even exceed customer expectations, performance and compliance standards. At the same time you'll seek best value for money in every part of the job
- We have policies in place to ensure the health, safety and welfare of all staff and those we work with. We monitor and review these policies to help make sure we provide the right level of resources and training. You'll need to understand your responsibilities for services and for each other and maintain quality standards
- You'll need to carry out any personal development activities which will support you in your job and help you continually innovate and reach your full potential

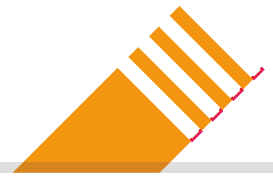


OUR COMMITMENT

We want to make sure you have everything you need. If you are disabled we'll do our best to make sure you have any aids, adaptations or equipment so you can carry out your job.

I've received a copy of this job description and am happy with my responsibilities.

Signature:..... Date:.....



Person Specification:

Assessment Key: AF = Application Form I = Interview T = Test/Assessment QC = Qualification Certificate

AREA	REQUIREMENT (All criteria are essential unless defined as desirable)	ASSESSED BY:
Qualifications and Training	You have GCSEs or equivalent in maths and English	AF/QC
	You have served a recognised apprenticeship and/or appropriate trade qualifications for your main trade	AF/QC
	Have a recognised qualification in plumbing, plastering or other building trade or trades (desirable)	AF/QC
	Possess a forklift truck licence (Desirable)	AF/QC
	Possess a heavy goods licence (Desirable)	AF/QC
	You have attended a lifting and handling course (Desirable)	AF/I
	Must be competent in the aspects of joinery trade discipline	AF/I
	Must have a valid CSCS card at the appropriate level	AF/QC
Experience, knowledge, skills and qualities	Experience within a social housing environment (Desirable)	AF/I
	Have knowledge of Health and Safety Regulations	AF/I
	Possess a sound geographical knowledge of the local areas and the surrounding areas (Desirable)	I
	Understand the disciplines of customer care.	I
	Experience of maintenance work on domestic properties, including high rise blocks, for general repairs and refurbishments.	AF/I
	Must have experience and a proven track record of working as a multi skilled tradesperson.	AF/I
	Must be proficient in completing works outside of your primary trade.	AF/I
	Previous experience of previewing and ordering correct materials and plant requirements.	AF/I
	Previous experience of general joinery and carpentry work.	AF/I
	Ability to carry out minor repairs, planned and major repairs.	AF/I
	Must be able to work in confined spaces.	I
	Able to use ladders and work confidently from scaffolding and platforms etc.	I
	Demonstrate ability to work on own initiative to deal with problems encountered (Desirable)	AF/I
	You're a good communicator	AF/I
	You are committed to equality and diversity and can evidence how	AF/I
	You can work on your own as well as part of a team	I
A commitment to Social Housing	AF/I	
Possess a full kit of appropriate tools.	I	
You're punctual and have good organisational skills	I	

YOU'RE THE **DIFFERENCE**

