

## Job Description and Person Specification

### Multi-Skilled Operative

Job Details	
Grade	5
Service	Repairs & Maintenance
Location	Whitley Depot
Job Evaluation Code	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
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Under the direction of the Facilities Manager (Fabric) or Team Leader, provide a site based, practical solution to a variety of Building Services related customer needs including, planned maintenance, reactive repairs and minor works inc –

- Installation of grab, stair & free-standing handrails
- Roofing repairs
- Fire extinguisher servicing
- General carpentry repairs
- Gutter clearing

Main Duties & Key Accountabilities
Responsible for carrying out all work in compliance with industry standards, British standards and applying all relevant Approved Codes of Practice.
Responsible for ensuring personal skills, knowledge and qualifications are up to date as required by changing legislation
Responsible for ensuring that all work issued is completed by due date and reporting full details of exceptions including liaison with customers
Responsible for providing accurate reporting of progress and solutions to site contact and office colleagues.
Responsible for the accurate recording and reporting of work details and materials used on all work.
Responsible for the maintenance and/or safe use of any equipment, plant, vehicle or tools issued for the purpose of carrying out tasks
Carry out fault diagnosis and repairs within the trade area.
Liaise with Team Leader and Facilities Manager to ensure program schedules are realistic yet challenging.
Operate computer systems concerned with operational control and reporting.
Ensure the security and good housekeeping of all sites, equipment, and stores under his/her control.
To bring immediately any matter beyond the scope or authority of the post holder to the attention of the Facilities Manager or Team Leader.
Carry out driving duties in accordance with the Council's Driving Policy.
To participate in the out of hours or late rota when required.
Compile competitive and accurate quotations / estimates in an expedient manner upon request for both new projects and remedial works.

Train and mentor apprentices / trainees and take an active part in their learning and development.

Any other duties and responsibilities within the range of the salary grade.

### Key Relationships

External:

Internal:

### Standard Information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

#### Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

### Responsible for

### Person Specification

#### Requirements

Knowledge	All aspects of Building Fabrics (Carpentry, Plastering, Roofing, Glazing, Bricklaying, Painting, Fire appliances)
Knowledge	Safe working practices and maintaining a safe working environment
Knowledge	Transportation and storage of materials
Knowledge	Customer care practices
Skills And Ability	Doors, Window, Stairs and screens installation and repairs
Skills And Ability	Pitched and flat roofs tiled, felt, slate and flashings.

Skills And Ability	Plastering and floor screeding
Skills And Ability	Glazing and reglazing using various materials
Skills And Ability	General bricklaying, walls, steps, ramp, adaptation works
Skills And Ability	Internal / external decorating, all wall coverings and textured finishes
Skills And Ability	Portable and fixed fire appliances
Skills And Ability	Full valid UK Driving License
Skills And Ability	The ability to communicate with supervisors, service users and colleagues
Experience	Approved apprenticeship or similar relevant experience
Experience	Working in a maintenance environment.
Experience	Working in a similar commercial environment
Qualification	Approved City and Guilds/CITB qualification
Special Requirements	Must be prepared to be flexible on working hours. Typically 7.30am start. Weekend working may be required. You may also be required to go on an out of hours rota. Overtime available. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Declaration			
Reviewed/Created By:	Joe Cook		
Job Title:	Operations Manager	Date:	29/04/2025