

# Job Description

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This job description may be amended from time to time dependent on job requirements and Service provision.

## Section A

**Post Title: Floorlayer**

**Location: Allanwater House or as directed to alternative locations as may be required**

**Reports to post (Title): Technical Supervisor**

**Service: Housing**

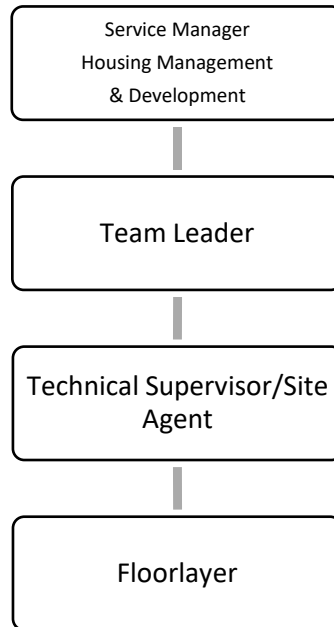
**Grade: G7**

**Eval Ref: A3339**

**Date: May 2019**

## Section B

### Organisational Relationship



## Section C

### Principal Purpose and Objectives

This section lists the main responsibilities/accountabilities of the job.

- To carry out trade work appropriate to the post and ensuring compliance with current regulations and standards and any subsequent amendments
- To assist the Council in providing a customer focussed service
- To assist the Council in meeting its duties in relation to health and safety in the management and delivery of its building repair and improvement work

## Section D

### Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note these are illustrative only and are not exhaustive.

- Carry out all tasks appropriate to the grade and skill level of the post holder in support of the provision of a multi trade service
- To undertake any complimentary duties and training in support of the craft operations as instructed by management
- Carry out written and verbal instructions and provide feedback to line manager on issues related to tasks to be undertaken.
- Liaise with tenants/owners to provide a customer focussed repairs service
- Ensure all operations are carried out in a cost effective manner consistent with the requirements to achieve best value
- Ensure work is carried out to the required standard and where applicable provide satisfaction survey cards to tenants.
- To identify any areas or activities that may present a risk to the health and safety of operatives or members of the public and ensure that appropriate action is taken.
- Understand and ensure that the post holder meets the Councils statutory duties or policy commitments in relation to equalities and diversity.
- To ensure that materials and plant are controlled and provided to ensure operational efficiency.
- To maintain a full driving license in accordance with Council policy.
- To highlight any training or up-skilling required to carry out the duties of the post holder or complimentary duties of the post as effectively as possible

- The post holder may be required to perform duties appropriate to the post, other than those given in the job description.

## Section E

### Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget holding/monitoring/cash handling.

Tools, plant and equipment issued as required to carry out duties of post including daily vehicle checks.

Must ensure the safe keeping of any such resource, as well as ensure the safe use and application of same e.g.

- Materials allocated for use on authorised jobs including van impress stock.
- Mobile communication equipment e.g. phone, net-book
- Fuel and ID cards

## Section F

### Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

**Internal:** Service Manager, Team Leader, Technical Supervisors, Health & Safety Officers, Client Services, Technical Services personnel, Admin staff and other Council Officers

**External:** Tenants, Owners, General Public, Sub-Contractors, Emergency Services, Trades Unions, HSE and Customer Service Excellence

## Section G

### Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Ensuring operations are carried out in regard to Health and Safety at Work Act
- Provide advice and assistance to other craft operatives as advised by line manager
- Ensuring that all work and service delivery meets the Council's agreed service policies, procedures and standards
- Ensure operations achieve best building practices to enhance service delivery and ensure best value
- Ensure that all works are undertaken in accordance and compliance with current legislation and technical guidance
- Ensure that all documentation whether written or electronic is completed per procedures in use or as directed by management
- To ensure that all materials and plant are requisitioned or obtained in accordance with the Council policy and as efficiently as possible to ensure works are undertaken within minimum timescales.
- Ensure that all vehicles, plant and tools are inspected prior to use as directed by line manager.



## Section H

### Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- Working extended hours at short notice
- Being available for out of normal working hours e.g., emergency and standby duties
- Carry out all works associated with floor laying, including measuring, preparation and fitting of various floor coverings including carpet, carpet tiles, sheet vinyl and Luxury Vinyl tiles.
- Assist with Repair & Maintenance on all types of existing properties and structures.
- Assist with major refurbishment and adaptation works to existing premises including the installation of wet floor rooms and wet floor shower areas.
- Assist with capital investment works including the installation of bathroom and kitchen flooring.
- Working within tenanted/occupied properties
- Working at height or in confined spaces e.g. on scaffolding, lofts, solums, excavations, etc..
- Use of power tools e.g. core drills, hand drills, power saws etc..

## Section I

### Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

#### **Essential Criteria:**

- A recognised apprenticeship in the appropriate trade or appropriate certificated training e.g. City & Guilds, CITB, SVQ etc.
- Knowledge of general construction techniques and practices for all activities appropriate with the post.
- Experience of general and new build construction works.
- Experience of floor preparation and laying floor coverings including carpet, sheet materials and tiles.
- Experience of installing wet floor and wet floor systems
- Experience of drawing and specification interpretation
- High standard of good customer service and communication
- A good knowledge of health and safety legislation and safe working practices
- A current full driving licence is required

#### **Desired:**

- Experience of maintenance and capital programmed work in a multi-trade environment
- Good communication skills
- Can be required to work at heights or in confined spaces
- A range of additional skills to support multi trade activities

- Knowledge of service delivery implications of equalities legislation and associated duties