

Job Purpose

All craft employees will have a trade/skill or competence suitable for the work for which they are employed. Employees will assist in taking jobs from inception to completion based on integrated and self-directed work practices. The particular responsibilities attached to the post may vary from time to time without changing the general character of duties entailed. The post holder may therefore be required to perform duties appropriate to the post other than those detailed in the job outline. It is also noted in exercising the duties of this post, the post holder shall comply with the Health and Safety at Work Act and any other relevant legislation and policies of the Council.

**Date:** October 2021

Date:

Job Title Craft Operative

Level Level 6

Service Property Maintenance

Job Description

Post Responsibilities:

* To participate as a member of Property Maintenance in delivering a comprehensive building maintenance service to the Council.
* To carry out the duties of a competent trade employee.
* Manage their day to day workload on work made available by line supervisors in the most efficient and cost effective manner.
* Where applicable, determine and measure work required to be carried out, advising on the scope of works and the sequencing of materials, plant and transport to complete the works.
* Requisition and organise the supply of materials, plant and transportation required to complete the works.
* Liaise with the Client representative/customer base to identify, where appropriate needs and requirements.
* Accurately and timeously complete and submit all paperwork required supporting the needs of the business.
* Operate IT equipment as necessary in the conduct of business.
* Corporate work wear will be supplied and will require to be worn at all times and kept in good condition, to a good standard of cleanliness. Replacements will be made available on an agreed frequency.
* Employees will be responsible for the security of any imprest stock carried in vehicles driven by them. (Including stock-checks)
* Employees will demonstrate a flexible modern approach to their employment and carry out complementary works of other trades where skills, knowledge, previous experience and health/safety permits to ensure continuity of work and improved customer service.

* Drive vehicles; operate machinery and plant provided by the council during operational hours for business-related activities. (Provided you are a holder of a full UK driving licence or appropriate certification)
* Employees assigned to vehicles will ensure that all daily, weekly and other

checks are carried out in accordance with the Councils Transport Department requirements. Including vehicle cleanliness.

* Employees will also be responsible for the security of any plant, transport,

machinery or materials they have been issued with.

* Expected to participate in all job relevant training/retraining requirements.
* Provide all necessary training and guidance to apprentices assigned to them

during the term of the apprenticeship.

* Carry out alternative duties as and when required, when there is limited availability of work in their main trade.
* Participate in all Quality initiatives/Service improvements aimed at providing service excellence to customers and clients.
* Comply with all current and relevant Health and Safety legislation and contribute to Risk Assessment and Safe Systems of Work processes.
* Carry out other duties that may be required and instructed by Senior Management.

Possession of:

* Must be time served tradesperson and have relevant qualifications and certification

Substantiated ability to:

* Communicate effectively, both verbally and written.
* Ensure timeous job priority completions
* Use ICT equipment
* Maintain, and improve their personal performance level, participate in their personal development and contribute effectively and efficiently to the delivery of all services provided to our clients.
* Meet the standards required under the Values and Behaviours of South Ayrshire Council.
* Driving Licence desired not essential.
* Meet the standards required under the Values and Behaviours of South Ayrshire Council

Demonstrable experience of:

* Direct service delivery and customer care

**In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as**

**Regulated Work. Consequently, in order to undertake the duties of this post, you must hold**

**Membership of the Protecting Vulnerable Groups (PVG) Scheme.**

**If you are charged with any offence, or are involved in any activity which may have implications**

**For your membership of the PVG Scheme, you must immediately notify your Line Manager.**

**Must be able to travel efficiently and effectively between various locations.**