

Job Description

GENERAL MAINTENANCE OPERATIVE

Service:	Facilities Management	Team:	Building Maintenance
Location:	County Hall		
Salary range:	£25,989 – £28,142	Grade:	5
Reports to:	Operational Maintenance Manager	Staff responsible for:	None

Job Purpose

To provide general building maintenance at a range of County Council premises across Lancashire to ensure that they are kept safe, secure and in good condition.

Accountabilities/Responsibilities

- Carry out planned and reactive building maintenance tasks as directed, which will be varied in nature and will include but not limited to general building, joinery, plastering, tiling, painting, glazing, paving, general external works, gutter and drainage clearance, and basic plumbing.
- Carry out safety inspections and preventative building maintenance tasks in line with service programmes and instructions.
- Undertake general service support tasks, including furniture building and removals, grounds and site clearance, keeping areas clean and tidy generally, and other work as dictated by the needs of the service.
- Work individually or as part of a team, completing all allocated work with limited or no supervision, prioritising own workload to complete repairs in accordance with set timescales.
- Use the Council's Property Maintenance IT system to ensure that adequate records are kept of all maintenance and repair work undertaken.
- Undertake safety checks on vehicles used for work purposes, maintaining vehicle records, and keeping vehicles in a clean and tidy order.
- Adhere to Council health and safety policy, procedures, and task instructions, identifying hazards and undertaking adequate point of work risk assessments for all work undertaken.
- Communicate effectively with building occupiers to minimise inconvenience when planning and undertaking building maintenance work.
- Carry out such other duties as required or delegated by the Maintenance Team Leader or Operational Maintenance Manager, including undertaking tasks normally performed by staff at lower grades.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

GENERAL MAINTENANCE OPERATIVE

All the following requirements are **essential** unless marked **, which are desirable.

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview.

Qualifications
<ul style="list-style-type: none"> • City and Guilds craft certificate in a construction trade, or a Level 2 NVQ in a relevant trade or in building maintenance operations. • Alternatively, you will have demonstrable ability to undertake the role and commit to completing a Level 2 NVQ in Building Maintenance via an apprenticeship training agreement with the Council. • Additional building maintenance industry qualifications (CSCS / PASMA / IPAF)** • Full UK Driving Licence (Category B minimum)
Experience
<ul style="list-style-type: none"> • Minimum of 3 years' experience in a building trade or property maintenance role • Broad experience of building maintenance work (e.g. brickwork, joinery, plaster and tiling repairs, painting, glazing, flooring repairs, and basic drainage and plumbing alterations).
Essential knowledge, skills & abilities
<ul style="list-style-type: none"> • Good standard of literacy and numeracy. • Customer focused approach with effective communication skills and the ability to provide clear verbal and written information relative to building maintenance activities. • Sound knowledge of Health & Safety requirements, practices, and processes, including an ability to identify and assess hazards and risks within the workplace. • Good physical ability to carry out work at high and low levels, including working at height (e.g. from ladders, scaffolds, MEWPs, and roofs) • Ability to assess work requirements from your own inspections, or from instructions, drawings and specifications without direction or supervision • Good time management with proven ability to meet deadlines and prioritise work. • IT competent with ability to use mobile devices
Other essential requirements
<ul style="list-style-type: none"> • Pre-employment Disclosure and Barring Service (DBS) background check. • Ongoing commitment to undertake additional learning and training courses as required • Commitment to Council policies on equality, diversity, fairness and inclusion • Display the LCC values and behaviours at all times and actively promote them in others.