

### Lancaster City Council - Job Description

<b>Job Title:</b>	Roofer	<b>Grade:</b>	7	<b>Job Code:</b>	ERM0046
<b>Job Family:</b>	N/A	<b>Job Family Group:</b>	N/A	<b>Reports to:</b>	Responsive Repairs / Void Supervisor

#### Job Summary

To carry out site based roofing works throughout the district, on the Council's housing stock and associated Council buildings.

#### Direct Responsibilities

- To carry out specific instructions for work under the direction of the Department Manager(s) and Supervisor(s), and as directed progress and complete roofing works and other multiskilled maintenance tasks in connection with RMS operations for;
  - Responsive maintenance (day to day)
  - Void management works
  - Planned works
  - Other associated maintenance works
- To operate and comply with all reporting systems and returns, including electronic devices e.g. PDA or equivalent equipment.
- Be customer focussed. All interactions with the tenants/public should give them the best impression of the council and staff in general, as the workforce are the face of the Council.
- Comply with the Council employment, driver and transport policies.
- Operatives on occasions will be required to make decisions on their own, as to the best way to complete the job. All decisions are to be made in line with Council Policies and the values and behaviours expected.
- To inspect work and order the relevant materials required to carry out the repair/ maintenance work.
- Empowerment on site for the operative to make a decision in relation to the job necessity. The decision is to be made in line with the Lancaster Standards and ensures value for money.
- Ensure van stock levels are regularly replenished.

#### Primary Objectives

To work on Responsive Repairs/ Voids/ Planned Maintenance to ensure work is completed to the required standard and within allocated timescale, ensuring all repair appointments are attended at the pre agreed time.

Follow all Health and Safety requirements on site.

Identify operations improvements that can be made via your Supervisor.

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<b>Staff Management Responsibilities</b>
<p>Direct line management is not required, however on occasions you be required to show leadership and direction to departmental apprentices/ trainees.</p>
<b>Knowledge &amp; Educational Requirements</b>
<p><b>Specialised knowledge:</b>          Qualified to NVQ Level 3, or have equivalent experience.          To be time served and have a general knowledge of the building trade.          To have a good understanding of working at height and the associated risks.</p> <p><b>Functional knowledge:</b>          Undertake work related training as required, to meet the changing needs of the Service, Client, and Industry and to embrace new technology and practises</p> <p>To understand and comply with responsibilities for both you and your employer in relation to Health, Safety, and Welfare in the workplace.</p> <p>To meet our high standards for workmanship, quality and customer focus at all times          To have a good understanding of social housing, which includes working in tenanted properties.</p> <p><b>LCC specific knowledge:</b>          Understanding, implementation and adherence to Lancaster City Council’s policies and procedures.          Understanding, implementation and adherence to our Values.          Understanding of the post holder’s own and their team’s contribution to the Council’s Corporate plan.</p>
<b>Other Requirements</b>
<p>This post is permanent, and it is 37 hours per week working Monday to Thursday, 8.00am to 4.30pm, and Friday, 8.00am to 3.30pm. You are required for operational purposes to work 39 hours per week (as this is in excess of the standard 37-hour week, you will accrue 1 days leave for every 20 days worked).</p> <p>A full current UK driving licence is also essential for this post. The post holder will be required to work a transient role around the district, as they will have to travel between locations and travel within the Council’s designated area. Reasonable adjustments can be made for those unable to drive due to a disability.</p>
<b>Additional information</b>
<p><u>General Statement</u>          The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.</p> <p>As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.</p> <p><u>Learning and Development</u></p>

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You are expected to undertake any training and development appropriate to the current and future needs of the post.

### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.