

<b>Post title</b>	Slater
<b>Division / Section</b>	<b>Housing and Homelessness</b>
<b>Department</b>	<b>Place</b>
<b>Responsible To</b>	Team Leader
<b>Number of Posts</b>	

**Purpose of Job**

To work, either as an individual or as part of a team of operatives carries out all aspects of slating work to Council properties and non Council properties.

Contribute to the Councils core values.

**Major Tasks / Job Activities**

Complete all slating related work to council properties and non council properties 100%

As required, repair, and renew any work requiring slating skills.

Make repairs to chimneys, gutters, rhones, harling and rough casting.

Renew and repair flashings, lead zinc and copper work.

Stripping out roof tiles and retiling and slating.

Create central heating flues.

Glaze skylights.

Erecting and dismantling tower scaffolding.

The safe separation and recycling of components/materials in accordance with current legislation.

As required take part in winter weather working e.g. snow clearing.

As required complete associated labouring duties.

As required report all non slating faults to FM Helpdesk/ Repairs Direct/Management.

Multi skilling, you will be expected to carry out multi trade tasks that compliment and are associated with the core work activity tasks which you carry out.

Liaise with customers to provide a customer focussed service.

Ensure all operations are carried out in a cost effective manner consistent with the requirements to achieve best value.

Keep records of work undertaken, including maintenance & repairs work.

Communicate with management and colleagues via appropriate method.

Completing jobs within the required timescale.

Comply with H&S policies and procedures and carry out on site risk assessments for jobs undertaken.

Organising and ordering materials via stores and external suppliers and returning unused materials.

Standby, all operatives must participate in the out of hours emergency standby rota within their service division.

Ensure site of job is left clean and safe.

Attend team meeting, performance reviews, training etc as required.

Undertake any other reasonable duties as directed by the management.

### **Supervision and Management of People (Numbers and type of staff)**

When responsible for an apprentice/work placement the post holder will carry out on the job training and regular assessment and provide feedback to Management.

### **Creativity and Innovation**

The post holder requires skills to solve on the job problems which arise when carrying out repair, maintenance, renovation or installation work to ensure the work is completed to an acceptable standard.

They are also required to ensure that all sites are a safe place to work, this requires problem solving skills / risk assessments to ensure work is able to progress safely.

Required to recognise potential problems such as dangerous structures e.g. chimney pots, aerials etc. and where possible rectify.

Required to identify equipment/tools/materials e.g. sourcing specific tiles and slates for Historic/Listed buildings.

### **Contacts and Relationships**

The post holder will be required to assess requirements and inform customers of:

- Work to be carried out.
- How the works will impact on them or the users of the building.
- Any further work still to be completed.
- Health and Safety information about the repair/ installation.
- Advise upon completion of work

The post holder will be required to develop and maintain effective relationships with a diverse range of people and organisations, including:-

- Repairs Direct/Planners/ FM Helpdesk to get new jobs, modify jobs, request other trades etc.
- Relatives, Housing Officers and Social Workers of vulnerable customers. To explain about visit, gain access and complete the job.

- Post holders must inform appropriate building contact on arrival, completion or no access.
- Fleet Services in relation to vehicle checks.
- Management in relation to Operational provision, health and safety, performance, change, and resolving technical issues.
- Colleagues and contractors in relation to completing slating work.
- External and internal suppliers to source materials and equipment.
- Emergency Services in relation to emergency situations that may arise.

### **Decisions (Discretion)**

The post holder will be required to make the following decisions:

- The best way to carry out the work required.
- Decides on the correct materials and equipment for the job.
- If further work required or the job will take longer than expected the post holder must decide the best course of action to ensure customers receive the best possible service.
- Decides on competency of Apprentice before allocating tasks.
- Decide if there is a need to change order of work to ensure a better job.
- Identify and progress any follow on work if required.
- Inform management of any extended work periods which may impact on meeting future appointments/planned visits.
- If any activity in a property is improper or gives cause for concern it should be reported to management.
- When on standby, how best to prioritise work.

### **Decisions (Consequences)**

The decisions made in the course of the job will impact on the health and safety of themselves, customers and colleagues, customer satisfaction, performance against targets.

### **Resources**

The post holder is responsible for the safe use, safekeeping and cleanliness of their non LGV vehicle, plant, tools, PPE and where applicable IT equipment including mobile communications equipment. Vehicles provided are for the sole use of Council Business only.

The post holder will carry up to £2k of plant equipment and £1k of stock within the van allocated to them. They are fully responsible for the safe keeping, monitoring and replenishment of these resources. The value of IT and phone equipment is approximately £500.

The post holder is required to complete vehicle checklist, standby sheets, timesheets and job sheets and complete HAVS recording.

### **Environment – Work Demands**

The post holder is fully responsible for completing the work once a full assessment has been carried out by them and in line with the set designated timescales e.g. Tenants' First Targets. They are expected to make the assessment on site and inform the customer. If they are unable to complete the work they must inform the management and/or FM Helpdesk/ Repairs Direct to book follow on work before leaving site.

When responsible for an apprentice, will assess competency, then allocate and check work on completion.

### **Environment – Physical**

This is an operational post and physical demands such as manual handling, carrying, bending, kneeling and generally working in small awkward spaces are required as part of the job.

For the duration of the shift the post holder will be climbing and working from ladders and scaffolding.

Lifts and carries slates, buckets of sand and cement. Removes debris from roofs.

Bending and stretching while working on access platforms.

Works in confined spaces such as box gutters, attic spaces etc.

Moves and lifts furniture and white good and carpets / flooring for vulnerable customers.

### **Environment – Working conditions**

The post may require the slater to work in conditions for long periods of time which could be:

- Noisy, dusty and dirty due to working in attics and on roofs and in the use of power tools for the duration of each job.
- Exposed to cement dust.
- Potentially exposed to bird excrement and dead animals in attics and on roofs.
- Outside in all weather conditions exposed to cold, wet and windy conditions.

Appropriate PPE shall be provided, including where necessary specialist PPE, such as eye protection and dust masks.

Care should be taken with the following:

- When working up ladders, on access platforms, on roofs, in attics and when erecting and dismantling scaffolding.
- When using COSHH material and when using power tools in confined spaces.
- When lone working as may be subject to challenging behaviour.

### **Knowledge and Skills**

The post holder must have:

- An approved recognised trade qualification e.g. City & Guilds, SVQ level 3 or equivalent.
- A full UK driving licence.
- A CSCS Card.

The post holder should have a working knowledge of all current Health and Safety legislation and best practice.

Ability to effectively plan workloads, identify areas of potential failure and take preventative action.

Be able to communicate information to customers and colleagues which is meaningful.

Be able to use a range of communication skills when dealing with challenging customers.

Flexibility is essential, together with excellent communication skills and the ability to communicate effectively with people.

A Pasma Certificate is required for erecting tower scaffolding.

Where appropriate, relevant training shall be provided.

### **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a

safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

**Organisation Structure**

*(attach structure - specific to area of operation).*