

<b>Post title</b>	Painter and Decorator
<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 painting and decorating to Council buildings, assets and non Council properties.

Contribute to delivering the Councils core values.

### **Major Tasks/Job Activities**

Complete painting and decorating and all associated works related work to council buildings, assets and non council properties. 100%

As required, repair, renew, maintain and renovate any work requiring painting and decorating skills.

Estimate time and materials to complete job.

Identify and use specialist paint and materials e.g. paint for children's play areas and ornamental works.

Where required report all non painting and decorating faults to FM Helpdesk/Repairs Direct/Management.

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.

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.

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

Communicate with management and other colleagues via appropriate method.

Completing jobs within the required timescale.

Comply with Health and Safety policies and procedures and carry out on site risk assessments for jobs undertaken.

Organising and ordering materials via stores and external suppliers and return 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 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.

When required modify plans to suit the customer's needs and where required suggest more suitable materials to complete the work and meet the customer's expectations.

Uses creative painting and design skills to brighten up the aesthetics in children's play parks.

Match and source specialist heritage materials and paints for ornate objects.

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 identify as appropriate, equipment/tools/materials for each job.

### **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.
- Any further work still to be completed.
- Health and Safety information about the work to be carried out.
- Advise upon completion of work and resolve any issues the customer may have.

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

- FM Helpdesk/Repairs Direct to get new jobs, modify jobs and request other trades etc.
- Relatives, Housing Officers and Social Workers of vulnerable customers. To explain about visit, gain access and complete the job.
- The public. To pass on information and deal with complaints.
- Neighbourhood offices to pick up keys and inform that jobs have been completed.
- Post holders must inform the 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 painting and decorating work.
- External and internal suppliers in relation to sourcing materials, including specialist heritage materials.
- Outside bodies such as Historic Scotland, Cockburn Society etc. in relation to Legislative and/or Technical advice/guidance

### **Decisions (Discretion)**

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

- The best way to carry out the work required.
- Estimate materials and time required to complete job.
- Decides what equipment is required.
- 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.
- 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 and performance against targets.

### **Resources**

The post holder is responsible for the safe use, safekeeping and cleanliness of their non LGV vehicle, stock and 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 £1k of plant equipment and up to £2k of stock within the vehicle 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 check sheets, driver record book, Tacho cards, 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. They are expected to make the assessment on site and where required, inform the customer. If they are unable to complete the work they must inform 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 standing, stretching, working with hands above head and crouching in cupboards, under worktops and underneath children's play equipment. Bending and stretching getting in and out of tower buckets while working on access platforms.

The post holder is required to manoeuvre, lift and carry heavy items such as park benches, cast iron railings/gates, heavy equipment, furniture and white goods etc, also carrying materials/ tools/ladders up and down flights of stairs where there are no lifts and in awkward stairwells.

### **Environment – Working conditions**

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

- Extremely dusty and dirty due to the use of power tools and vibrating machinery for the duration of each job
- Extremely dirty in unhygienic properties. Potentially exposed to pet/human excrement, parasites etc.
- Working in smoke damaged properties.
- Extremely cold e.g. empty properties with no heating.
- Outside in all weathers for the duration of the job.

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

Care should be taken with the following:

- Working up ladders on scaffolding and working on Cherry Pickers.
- Working close to other services such as gas, electricity and water supplies.
- Using COSHH material.
- 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.

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).*