

POST TITLE	Water Quality Assistant
DIRECTORATE	Operational Services
SERVICE	Facilities Management
RESPONSIBLE TO	Water Quality Team Leader
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

To provide high quality technical support to Life Safety/Water Quality service area and customers in an environment of continuous improvement. To continuously work to the Councils Core Values.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

Receive Water Quality Risk Assessments and where required carry out TMV servicing and replacement works.

Across the operational non-Housing estate, identify, plan, organise and carry out a programme of TMV Servicing activities, in accordance with a schedule agreed with the Water Quality Team Leader

Agree and arrange access and any service disruption requirement with colleagues and in liaison with the customer including testing and advising building users on completion.

There may be an occasional requirement for temperature measurement, flushing water systems, disinfecting showerheads, inspecting water tanks, minor maintenance tasks including assisting in water system disinfection and assisting Water Quality Officers and Technical Assistants.

All completed tasks must be recorded on our Zetasafe compliance management system.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

The post holder must have:

- A full UK driving licence.
- Legionella Awareness
- TMV servicing and replacement skills

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

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 inform the customer. If they are unable to complete the work, they must inform management to book follow on work before leaving site.

The post holder is required to reprioritise their workload to accommodate emergency calls.

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

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 majority of the time the post holder will be standing and crouching for long periods under floorboards, in attics, cupboards, boiler houses, shower cubicles and basements.

The post holder is required to lift and carry heavy items also tools/ladders up flights of stairs where there are no lifts.

The post holder is required to work in:

- Noisy, dusty, damp and restricted areas due to working under floorboards, in attics and in the use of power tools and vibrating machinery for the duration of each job.
- Extremely hot e.g. Homes for the Elderly or cold e.g. empty properties with no heating.
- Appropriate PPE shall be provided, including specialist PPE, such as eye protection, dust masks.

Care should be taken with the following:

- When working at height on roofs, scaffolds and ladders.
- Using power tools when working up ladders, on scaffolding, on roofs, under floorboards and in attics.
- When working close to gas, electricity and water supplies.
- When using COSHH material.
- When lone working as may be subject to challenging behaviour.

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.

RESOURCES

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

The post holder will carry up to £5k of plant equipment and up to £5k 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 check sheets, machine and equipment maintenance records, standby sheets and job sheets.

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.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;

- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).