

EAST LoTHIAN COUNCIL

Job Outline

Post Title:	Skilled Craft Operative (Builder - Plasterer)
Service:	Partnerships and Community Services – Property Maintenance
Location:	Penston House, Macmerry
Immediate Supervisor:	Contracts/Repairs Officer

Purpose of the Job

To undertake all types of plasterwork to walls and ceilings for reactive and planned maintenance to the required standards and timescales and in accordance with Health and Safety regulations, departmental policies and procedures.

- Undertake all types of plasterwork to walls and ceilings.
- Complete all necessary paperwork relating to all instructed building works.
- Complete job ticket information to allow processing of information within the costing system.
- Ensure the transport provided by the Council is looked after and report any concerns to line manager.
- Assist in the provision of an emergency service.
- Promote a positive image of Property Maintenance services by providing excellent Customer Care.
- Undertake such other duties and responsibilities that may be reasonably required by the service.

Responsibility

Assist in the development and support of apprentices, when required.

Relevant Qualifications

Essential: Served modern apprenticeship/SVQ Level 3 or previous equivalent and passed skills test. Relevant trade qualifications.

Skills/Experience Required

- Relevant trade experience in domestic and commercial market.
- Effective verbal and written communication skills.
- Effective organisational and time management skills.
- A current driving licence
- Ability to use own initiative.
- Ability to work under pressure and meet deadlines.
- Ability to work flexibly as part of a team.
- Ability to develop effective relationships with stakeholders.

PERSON SPECIFICATION

Post Title:	Advanced Craft Operative (Builder - Plasterer)
Service:	Partnerships and Community Services – Property Maintenance
Location:	Penston House, Macmerry
Immediate Supervisor:	Contracts/Repairs Officer

Attributes	Essential	Desirable
Education & Training	Served modern apprenticeship/SVQ Level 3 or previous equivalent and passed skills test. Relevant trade qualifications.	CSCS Card.
Previous Experience (Paid & Voluntary Work)	Relevant trade experience in domestic and commercial market	
Knowledge/ Skills /Competencies	Understanding of effective customer care. Effective verbal and written communication skills. Effective organisational and time management skills. A current driving licence	
Personal Qualities	Ability to use own initiative. Ability to work under pressure and meet deadlines. Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders.	