



Job profile

Roofer - Repairs and Maintenance

Grade SCP 17-20 £24,491 - £25,991

Group: Property & Assets

Service: Repairs and Maintenance

Location: Shearlegs Road

Line Manager: Project Manager - Repairs & Maintenance

Car User Status: None

Job Purpose

To undertake roofing work covering repairs, refurbishment and upgrades to a range of housing and other Council properties

The key roles of this post will include:

1. To ensure conduct and behaviour demonstrates a commitment to the Council values and promotes cross service working to achieve excellent customer service and outcomes
2. To be proactive in all aspects of health & safety management to comply with current legislation, including CDM Regulations, promote a culture of good health and safety practice within the working environment, ensuring personal responsibilities to yourself and others are discharged in line with Council policies and procedures.
3. To demonstrate a positive, diverse and inclusive attitude to both internal and external customers and colleagues
4. To actively participate in the evaluation, development and continuous improvement of the service. Keeping up to date with policies and procedures and participating in meetings and training as necessary
5. To work as part of a team collaborating and sharing knowledge openly to enhance service delivery, ensuring both individual and team objectives are met.
6. To work individually or as part of a team to undertake high quality roofing repairs to housing properties and other Council properties including schools and offices
7. To undertake refurbishment works in association with other trades.
8. To liaise with customers and sub-contractors to provide a responsive service to our customers.
9. To undertake a continual program of Risk Assessment in relation to your role
10. To utilise both electronic and paper-based systems to accurately record use of labour and materials against each job.
11. To travel efficiently and effectively between various works locations within the borough of Gateshead meet the operational requirements of the Service.
12. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- A good understanding of equality and diversity in a work environment
- Working knowledge of Health and Safety procedures and regulations
- Knowledge of the construction Industry

Experience

- Experience of roofing repairs and maintenance
- Experience in all aspects of roofing work
- Working knowledge of Health and Safety procedures and regulations
- Experience of and able to work at height, on scaffold and in confined spaces

Qualifications

- 5 GCSE's or equivalent at Grade 4 / C or above (including Maths and English)
- Full driving license or ability to meet the travel requirements of the post
- Evidence of continual professional development and a willingness to undertake any additional corporate or trade training as required

Desirable:

Knowledge

- Working as part of a diverse and inclusive workforce

Experience

- Able to work to tight deadlines
- Able to accurately record materials and timings
- Ability to operate ICT systems to manage workflow
- Working with a diverse range of customers

Qualifications:

- NVQ level 2 or equivalent recognised City and Guilds craft certificate (Roofing)
- Asbestos Awareness
- Manual handling
- Work at Height



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences