



Job Description and Person Specification

Job Title	Cross Trade Plasterer
Job Grade	6
Reports to	Repairs Service Manager
Direct Reports	1 Apprentice for a minimum of 8 weeks per year
Other Resources	Company vehicle Company mobile phone & PDA Imprest Stock Various tools Plant and equipment
Role Purpose	The post holder will be responsible to the Repairs Service Manager or Site Manager carrying out day to day Maintenance and Repair work, including New Build construction work to the City of Nottingham Housing stock and other Council owned properties
Key Accountabilities	<ol style="list-style-type: none"> 1. To carry out all aspects of internal and external plastering work including rendering, Tyrolean, rough dash and artexing. 2. To use elements of the skills of other general trades to meet the target of first time fix where it is efficient and appropriate to do so. All cross trade duties are as defined in the Cross Trade agreement. 3. To collect orders and instructions, complete documentation such as works orders, log sheets and timesheets including PDA/electronic and return completed documentation to Repairs Service Manager on a daily basis. 4. To be responsible and accountable for the ordering, collection and efficient use of materials. 5. To report any defects/damage of tools, plant, materials, property or vehicles to the Repairs Service Manager. Where

	<p>replacements/additional tools, plant or materials have been sourced, advise Repairs Service Manager of this and note on register. Ensure all paperwork is compliant and returned to Line Manager.</p> <ol style="list-style-type: none"> 6. To ensure full compliance with all safety procedures and requirements of statutory legislation and to report all Health and Safety issues to the Repairs Service Manager or Site Manager immediately. Responsible for own and others Health and Safety and safeguarding of assets and property. 7. To use, maintain and keep clean any allocated vehicle in line with procedures. To report any damage or defects using a log sheet. 8. To be prepared to be fully trained on and use any appropriate equipment identified to improve the efficiency and effectiveness of the department. 9. Subject to being fully trained, to carry out occasional specialised work such as removal and arrange safe disposal of non-licensable asbestos based textured coatings, in accordance with procedures and safe working practices. 10. To be responsible for Apprentices, work experience students and any other trainees as required.
<p>Generic Responsibilities</p>	<ol style="list-style-type: none"> 1. Ensure customer focus is at the forefront of working practices. 2. Ensure that legal, statutory and any other relevant provision governing or affecting working practices are strictly observed. 3. Ensure that operational processes and procedures are adhered to. 4. Contribute to the effective running of the service area through attendance at meetings and training events as required. 5. Demonstrate and promote excellent standards of customer care

	<p>in the context of Nottingham City Homes' Mission, Vision and Values, to uphold the Equality and diversity policy and to participate in training activities necessary to your post.</p> <p>6. Adherence to Standing Orders and Financial Regulations and Health and Safety standards.</p> <p>7. Promote and encourage tenants and leaseholders to be involved as respected partners in influencing, developing and improving services in their local area, in line with the corporate plan to 'create homes where people want to live'.</p> <p>8. Other duties which are broadly consistent with the job description and level of the post.</p>
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Signed and agreed by the post holder..... date.....

PERSON SPECIFICATION – Cross Trade Plasterer

Requirements	Essential – E /Desirable - D
Experience and knowledge	
<ol style="list-style-type: none"> 1. Experience of working in a similar role in a repairs, maintenance and contract environment. 2. Significant experience and advanced knowledge of core trade. 3. Sufficient experience and knowledge of other general trades in order to be able to complete ‘first time fix’ where appropriate, in line with the Cross Trade agreement. 4. Experience of carrying out all aspects of plastering work to a high standard, with a focus on value for money principles. 5. Experience of and ability to use the necessary portable power tools and plant safely. 6. Experience of working from ladders and at heights 7. Experience of working with the general public 8. Knowledge of customer care and service delivery procedures. 9. Knowledge and experience of working within the limits of all Health and Safety legislation relevant to the building industry 10. Experience in the practical application of COSHH. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Skills & Abilities	
<ol style="list-style-type: none"> 1. Able to work as a member of a team or on own initiative. 2. Able to communicate effectively with a diverse range of people. 3. Demonstrate self-motivation, and able to work with a minimum of supervision. 4. Physically capable of lifting heavy/awkward loads, and to undertake continuously physically strenuous work. 5. Ability to completing a range of work related documentation such as order forms and time sheets. 6. Must demonstrate an awareness and understanding of equality issues and a commitment to the implementation of Nottingham City Homes’ Equality and Diversity Policy 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

7. Ability to challenge discriminatory attitudes, statements and behaviour	E
Qualifications	
1. To be apprentice trained and hold a suitable qualification such as City & Guilds Advance Craft or NVQ3.	E
2. Have a current ECS Health and Safety card	E
3. To hold a full current driving licence	E
Behaviours	
1. Willing to work flexibly to ensure customer requirements are a priority	E
2. Self-motivation	E
3. Working effectively at an operational level	E
4. Effective communication	E
5. Well organised and a methodical approach to completing tasks	E
6. Ability to prioritise	E
7. Customer focused on reaching resolutions to issues	E

Author.....

Date.....