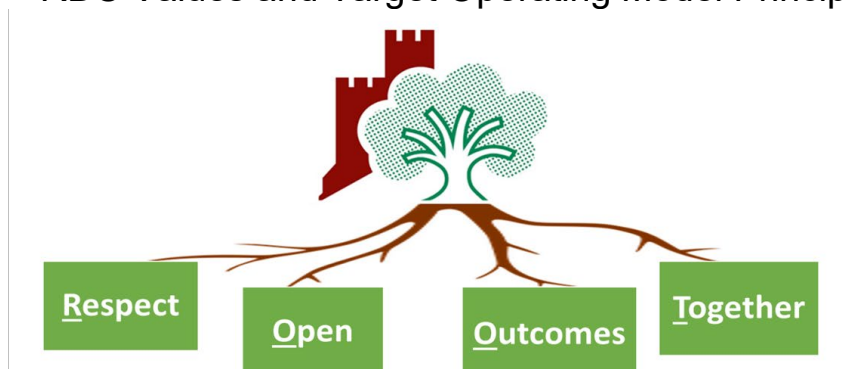


## **JOB DESCRIPTION**

<b>DIRECTORATE</b>	Director of Resources
<b>SERVICE</b>	Housing and Strategic Assets
<b>POST NUMBER</b>	TBC
<b>POST TITLE</b>	Building Maintenance Operative
<b>POST GRADE</b>	Local Salary Scale 6
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	Estates Maintenance and Statutory Compliance Manager
<b>RESPONSIBLE FOR</b>	No supervisory responsibility
<b>JOB PURPOSE</b>	To assist, on a day-to-day basis, with all aspects arising from the provision of building maintenance by means of responsive, preventative and programmed works

### RDC Values and Target Operating Model Principles



- **Efficient and effective** (systems and resources evidencing Value for Money; Return on Investment – a commercial mindset)
- **Empowering** (timely decisions at the right level – proportionate governance)
- **Focussed on customer outcomes and early intervention** (evidence-led decision making and resource allocation)
- **A Community Leader** (influencing stakeholders, driving delivery with partners)

<b>MAIN AREAS OF WORK</b>	
<b>1</b>	Undertake planned preventative and reactive maintenance across all Council properties and assets, ensuring tasks are completed in line with approved work plans, standards, and specifications.
<b>2</b>	Work independently or collaboratively as required to support the Council's objectives and deliver consistently high quality services.
<b>3</b>	Carry out new works and maintenance activities across multiple sites, applying a broad range of property maintenance and civil engineering skills.
<b>4</b>	Collaborate with the Building Maintenance Works Team and external contractors on major projects, including refurbishments, upgrades, and construction activities.
<b>5</b>	Respond to emergency call outs as necessary, including during evenings and weekends, undertaking repair work or providing general operational support.
<b>6</b>	Ensure Council vehicles, tools, and equipment are inspected, with any defects reported immediately to enable timely repairs and maintain operational readiness
<b>7</b>	Maintain accurate records for costing and procurement purposes, ensuring value for money when sourcing materials and supplies.
<b>8</b>	Undertake all required training, particularly in Health & Safety, and actively contribute to maintaining high standards of safety across all operations.
<b>9</b>	Work in accordance with the Council's performance management framework, completing allocated tasks to a high standard and within agreed timescales
<b>10</b>	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
<b>11</b>	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
<b>12</b>	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service

<b>JOB REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>You should be confident working independently, able to communicate well with colleagues and customers, and flexible enough to support work outside normal hours when required.</li> <li>This is an active, physical role, so you'll need to be capable of manual handling, working at height, and operating safely in confined or restricted spaces.</li> <li>You must be willing to complete all required Health &amp; Safety training and maintain safe working practices at all times.</li> <li>Basic IT literacy is essential, as you'll use digital systems to record work, access safety information, and follow operational workflows.</li> <li>A full UK current driving licence is required. The loss of licence (or failure to obtain same) whether temporary or permanent will be considered reasonable grounds for termination of employment. Must be prepared to work outside normal office hours, including weekends.</li> </ul>	
<b>LOCATION</b>	
Although the post is based in Bexhill depot, the postholder will be required to work at locations throughout the district	

<b>RDC Value</b>	<b>Behaviour</b>	<b>Description</b>
<b>Respect</b>	Professional	Maintaining high standards – in line with professional/regulatory requirements and Nolan principles*
	Value others	Ensures that people are given opportunity to contribute, appreciate and acknowledge that contribution
	Empowering	Enabling and encouraging people to influence and make decisions
<b><u>O</u>pen</b>	Trusting	Rely on and put confidence in others to do as they say
	Listening	Makes time to hear what people are saying, checks understanding
	Feeding back	Sharing observations and perception to improve understanding and performance
<b><u>O</u>utcomes</b>	Responsible	Being accountable and reliable, doing what you have said you will do
	Innovative	Creating and trying new ways of doing things
	Prioritises	Organise, clarify what is most important and focus on that
<b><u>T</u>ogether</b>	Communicates	Shares information in an accessible and timely way with people who need to know
	Collaborates	Cooperates, identifies, and brings in people to work together
	Relationship focus	Taking time to build connections and get to know other people

## PERSON SPECIFICATION



<b>POST TITLE</b>	Building Maintenance Operative		
<b>DIRECTORATE</b>	Director of Resources		
<b>SERVICE</b>	Housing and Strategic Assets		
<b>POST GRADE</b>	Local Salary Scale S6		
		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>			
BTEC in building or construction work.			X
City and guilds in building related trades.			X
<b>Experience</b>			
A wide proven experience in multi-trades and maintenance, i.e. brickwork, plastering, drainage, fencing, decorating, plumbing, carpentry, and ground works.	X		
Ability to work to high standards required in municipal buildings and housing.	X		
Proven experience in building maintenance and repairs.	X		
Ability to multitask within building trades.	X		
<b>Skills and Abilities</b>			
Current full driving licence	X		
Ability to work in a small team or lone working	X		
Ability to work with staff from other trades / organisations / abilities.	X		
Willingness to work on an out of hour's service	X		
<b>Training</b>			
Willingness to undertake any training needs identified to carry out the duties.	X		
Willingness to undertake identified training needs on new trades.	X		
<b>Knowledge</b>			
Broad knowledge across a minimum of two building trades, plumbing, carpentry, brick laying, plastering, drainage, ground works, fencing, mechanical plant operation.	X		
Understanding of the needs and requirements of work related risks	X		
Knowledge of civil trades such as ground works, drainage, fencing etc.	X		
Knowledge of risk management.			X

February 2026