



JOB DESCRIPTION

Job Title: Plasterer
Company: ClwydAlyn Housing Limited
Responsible To: Responsive & Voids Manager or Supervisor
Date July 2017

Disclosure and Barring Service Check requirement:

This role has been assessed as requiring an Enhanced Level Disclosure and Barring Service (DBS) with Barred List check due to the work being undertaken being performed directly with vulnerable groups or children which is deemed regulated activity. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands or warnings which would impact on their ability to carry out their role. This level of check will also highlight anyone barred from working with vulnerable groups including children.

Any risks identified through the DBS check will be reviewed by ClwydAlyn and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the Company's DBS Policy and Procedure which can be requested from the HR Team.

1. Objectives of the Post

- 1.1 To undertake plastering and associated works to domestic and commercial properties. Works will include removing old plaster, preparing walls, fitting plasterboards, bonding and skimming, artexing walls and ceilings, rendering external walls.
- 1.2 To be able to review plans, measure and mark surfaces to be covered and lay out work. Prepare wall and floor surfaces.
- 1.2 Ensure all Health and Safety polices are maintained and implemented.
- 1.3 Provide excellent customer service to internal and external customers
- 1.4 To proactively promote Equality and Diversity practices in accordance with company policy and procedures within daily operations.

2. Key Tasks

- 2.1 Work with the ClwydAlyn Management team to establish standards and processes to ensure efficient working practices are maintained
- 2.2 Liaise with all supervisors and designated trades persons to maintain high standard of work within a set time scale
- 2.3 To work on responsive, voids and or planned improvement works as required and or directed by the company.

- 2.4 To carry out other trade tasks deemed to be within the individual's skills capacity and complete any training offered by the group which expands the individuals existing skill set.
- 2.5 To carry out all work and activities in a safe and responsible manner, paying particular regard to standards of cleanliness and tidiness, controlling and minimize noise and dust levels and complying fully with current Health and Safety at work regulations / method statements, showing the necessary duty of care to oneself and others.
- 2.6 To aid and support as and when required to other operatives and staff carrying out their duties.
- 2.7 To report through the line management any work not within their own competency.
- 2.8 To fully support the introduction, development and implementation of new technology and working methods that, add value to the service that can be offered to tenants and customers.
- 2.9 To use any mobile communication equipment provided, within guidelines and procedures.
- 2.10 To undertake any training and development as deemed necessary and compatible with the nature of the post.
- 2.11 To adhere to the Company's Health & Safety Policy and other policies relating to the Repairs Service.
- 2.12 To understand and commitment to the Company's Equal Opportunities Policies in employment and service delivery.
- 2.13 To undertake any other duties as may be required from time to time, that are deemed necessary and compatible with the nature of the post
- 2.14 Undertake flexible working patterns from time to time as required to deliver evening / weekend appointments and cover out of hours work as required.
- 2.15 To complete timesheets and submit other information relating to jobs worked upon to assist in the timely closure and valuation of the works.

3. Core Responsibilities

- 3.1 To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.
- 3.2 To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across the company.
- 3.3 To comply with ClwydAlyn's Risk Management Strategy, identifying and mitigating against risk.
- 3.4 To be responsible for the application of Equality and Diversity practices in accordance with policy and procedures within daily operations.
- 3.5 To comply with Standing Orders, Policy and Procedures and to make know to Line Managers any areas which are not adequately covered.
- 3.6 To perform any other reasonable task as determined by the Manager, Director, Executive Director, Chief Executive or Board of Management.