

## Job Description and Person Specification Plasterer

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Head of HR Services

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### Job Description

<b>Directorate</b> Property and Assets	<b>Grade</b> BP19
<b>Service</b> Operations	<b>Job evaluation number</b> JE0321 (DSK) HPM312
<b>Reports to</b> Team Leader	<b>Responsible for</b> N/A

#### Job purpose and role

- To carry out repairs, maintenance and application tasks to any property indicated by the Company.
- We all uphold and promote the following values through our everyday conduct. Below are our values – our way of life.
  - Considerate
  - Collaborative
  - Ambitious
  - Accountable

#### Main duties and key result areas

- To carry out all repairs, maintenance and application tasks related to the plastering trade function.
- To carry out minor building works within reason including minor brickwork, minor joinery, small tiling jobs and guttering.
- To deliver service in accordance with the Company's Repairs & Maintenance Operational Standards.
- To provide the service to the tenant in line with the Company's Customer Standards and quality standards.

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- To respond to all work issued through the Company's communication systems which may include PDA/IT systems.
- To record work activity carried out, assess and record the materials used.
- Responsible for their own compliance to Health & Safety legislation and for the safety of any recipients of the service.
- Assist in the maintenance and security of plant machinery and vehicles.

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

### ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Promote value for money and continuous improvement within the service area
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



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Version No	Revision Date	Reason for Revision
1		New role

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### Person specification

Attribute	Detail	Essential or desirable
<b>Skills and abilities</b>	Competence in use of hand held PDA	E
	Competence in use of hand/power tools	E
	Ability to undertake basic tasks in additional trades	E
	To be able to demonstrate a high level of communication skills	E
<b>Knowledge and experience</b>	Knowledge of the relevant plastering legislation	E
	In depth knowledge of repairs/maintenance of buildings in relation to plastering works	E
	Knowledge of site based health and safety practices	E
<b>Qualifications</b>	A relevant NVQ qualification or equivalent with proven on-site experience	E
	NVQ Level 2 in plastering	D
	Full driving licence or the ability to use a company vehicle for work purposes (if you have a disability we will explore reasonable adjustments with you)	E
<b>Personal attributes</b>	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the company	E
	Committed to personal and professional development	E
	Proactive and committed to continuous improvement in service delivery	E
	Collaborative approach: one company, one team	E