

Job Description and Person Specification



Job Title: Roofer

Department: Gentoo Property Services

Section: Repairs & Maintenance

Grade: Support & Technical

Responsible to: Repairs Managers and/or Void Supervisors.

Purpose of the post:

To carry out all responsive and planned roofing and slating duties required and all other roofing related duties including flat roofing works, gutter cleans.

Principal Accountabilities

- To ensure appropriate parts and materials are available for jobs. Management accountability for van based stock and replenishment.
- Be competent in the use of handheld IT systems.
- To carry out works in an efficient and timely manner.
- Ensure that RAMS, Method Statements, Product Information and COSHH are adhered to and followed.
- Liaise with designated Repairs Manager or Supervisor regarding the status of work.
- Liaise and interface with other trades as required.
- Carry out all works to the relevant legal, obligatory and Gentoo Groups standards.
- Awareness of specific access equipment to be used for at height and confined spaces and demonstrate an aptitude for application.
- Ability to demonstrate a competency for carrying out minor non trade specific tasks – upskilling / multi skill including minor bricklaying/pointing, guttering repairs.
- Maintain a clean and tidy work place.
- The Group operate an Emergency Out of Hours Service, which you may be required to work on a rota basis as and when required.

The list is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

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Cultural Values

- We care about people.
- We take accountability.
- We shape the future.
- We bring leadership.
- We deliver.

Group Responsibilities

The post holder will act as an ambassador for Gentoo Group.

The post holder must at all times comply with the Equality and Diversity policies and adopt the Group's culture of inclusion, fairness and respect. The post holder will be expected to have an understanding of inclusivity in relation to age, disability, ethnicity, gender, gender reassignment, religion and belief and sexual orientation.

The post holder must at all times comply with the Health and Safety policy and procedures and must draw to their manager's attention any unsafe working practice and conditions.

The post holder will comply with the Information Security policy and must draw to their manager's attention any security breaches.

Employee Name:	
Employee Signature:	Date:

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This Person Specification lists the essential skills, attributes and experience that are necessary in order to successfully carry out the job. **Please illustrate on your application form how you meet the requirements of the post.**

Skills and Knowledge

- Effective communication skills.
- Knowledge and understanding of relevant Health & Safety Regulations.
- Effective customer care skills.
- Ability to work at height.
- Ability to work in external environments.

Experience

- Experience in delivering an excellent service in a customer facing environment.
- Experience of using a hand held device.

Qualifications and Training

- Full UK Driving Licence.
- Served a recognised (Indentured) craft apprenticeship in roofing Or City & Guilds Advanced Craft certificate in Roof, Slating & Tiling Or NVQ level 2 in Roof, Slating or Tiling
- Hot works training and appropriate training.
- Harness and ladder

Other Requirements

In addition, we would expect that the successful candidate will meet the following requirements. You should make reference to them, however we will not shortlist against these criteria:

- Ability to work additional hours as required, which may include evenings and weekends.
- Flexible approach to meet the demand and needs of our tenants.
- Ability to work on own initiative and as part of a team.