



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**

JOB TITLE:	Building Operative Apprentice		
GRADE: JOB CODE:	N/A - apprenticeship	SERVICE AREA:	Resources and Transformation
REPORTS TO:	Commercial Manager	LOCATION:	Walsall Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> Attend Walsall College 1 day per week 		

Main purpose of the job role:

- To learn and assist in all elements of the Facilities Management Team within Walsall Council.
- To Assist the Facilities Team in carrying out daily maintenance and associated reporting processes.
- To learn, develop and gain a qualification in Building services.
- To undertake and pass the following training:
 - Level 2 Property Maintenance Operative

- To assist in the day to day repairs including general building, carpentry and plumbing, electrical and mechanical (list is not exhaustive), including all associated documentation.
- To assist in the day to day organisation and management of all contractors on site to include full supervision.
- To assist the Facilities team in maintaining an efficient operation of general building repairs to all buildings in the Integrated Facilities Management building portfolio.
- To assist in the preparation of budget costs for inclusion in any future planned capital maintenance program.
- To assist in the monitoring of specialist contractors; to include all aspects of health and safety.
- To assist in service delivery and put forward ideas for improvement.
- To assist in the day to day management of the Legionella site log books, rectify and record all out of spec results and follow on actions.
- To undertake college based training 1 day per week at Walsall College.
- Be prepared to undertake additional training as required to further the post holder's role within the Facilities Management team.

Corporate duties and accountabilities:

The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.

Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement.

To support/develop a working culture within these services that reflects the corporate vision.

Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these.

This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



Building Operative Apprentice		GRADE N/A	
		Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
<u>Behaviours:</u>			
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.		Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		A/I	3
Abilities/Skills:			
• Good communication Skills		S/I	3
• Conversant with Microsoft Word, Excel and Outlook		S/I	3
• Flexible approach to change		S/I	2
• Ability to work to timescales		S/I	3
• An awareness of, and commitment to, equality of opportunity		I	3
• Good communication Skills		S/I	3
• Conversant with Microsoft Word, Excel and Outlook		S/I	3
• Flexible approach to change		S/I	2
Knowledge/Experience:			
Knowledge of building services and principles		S/I	2
Knowledge of Safe working practices		S/I	3
Ability to work as part of a team		S/I	2
Training and Development			
Willingness to undertake formal training at Walsall College 1 day per week		S	3
Ability to learn skills from others		S/I	3
Continual Professional Development		S/I	2

Qualification:			
No qualifications required		A/I	3
Apprentices without level 1 in English and maths will need to achieve this level and take the test for level 2 English and maths prior to taking their end-point assessment. For those with an education, health and care plan or legacy statement the apprenticeships English and maths minimum requirements Entry Level 3 and British Sign Language qualifications are an alternative to English qualifications for those whom this is their primary language.			
Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity.		I	2
Awareness of, and commitment to, confidentiality and handling data.		I	2
Prepared by: I Lister		Date:	June 2022