**JOB DESCRIPTION**

**JOB TITLE: Maintenance Roofer**

**COMPANY: ClwydAlyn**

**RESPONSIBLE TO: Supervisor**

**RESPONSIBLE FOR: General Maintenance**

1. **Objectives of the Post:**

1.1 To undertake all types of routine maintenance roofing works and repairs to domestic and commercial properties. Works will include inspections and the preparation of reports, planning and carrying out minor and major repairs.

1.2 To work alongside a nominated Labourer in the carrying out of all roofing works and associated works and to provide instruction and supervision for the nominated person.

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.

**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 small multi skilling tasks deemed to be within the individual’s skills capacity.

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.

**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 Group.

3.3 To comply with the Company’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 Company policy and procedures within daily operations.

3.5 To comply with Standing Orders, Company 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, Deputy Chief Executive, Chief Executive or Board of Management.