

# Job Description

<b>Job title</b>	Roofer
<b>Profession</b>	
<b>Band</b>	
<b>Directorate</b>	CCO (Customer)
<b>Accountable to</b>	Maintenance Manager

## Job Purpose:

The role will carry out roofing repairs, installation and maintenance of fixtures, fitments and fittings in Sovereign Network Group's (SNG's) homes and elsewhere in accordance with prescribed work schedules, good building practice and established standard procedures set for delivery of exceptional customer service.

<b>Financial responsibility:</b>	No financial responsibility
<b>People responsibility:</b>	No direct or indirect reports
<b>Autonomy:</b>	Direction set by the Maintenance Manager

## Key Accountabilities:

- Working within clearly defined processes with a moderate degree of supervision on tasks to meet time frames set by line manager whilst being accountable for individual results and the impact these may have on SNG.
- Carry out all forms of planned and responsive roofing works. Identify the extent and scope of the reported defect/s, rectify to meet work schedules or alternatively seek the appropriate authorisation for suitable remedial action to occur.
- Assist all other trades as and when required. Undertake associated general building repairs and other trade activities as may be required for delivery of satisfactory repairs and to meet work schedules.
- Apply knowledge and skills to record and report on status and condition of fixtures and fittings. This is to enable appropriate information to be fed into reports including recommendations concerning future maintenance. If more complex defects are exposed, then these should be referred to your Supervisor/Line Manager for identification of the necessary remedial action.
- Estimate, requisition and recommend the acquisition of necessary materials to ensure that appropriate and satisfactory repairs and maintenance are carried out in accordance with best building practice and Health and Safety at Work regulations. Manage vehicle material stock by ensuring correct booking and frequent replenishment of items used occurs.
- Liaise with both internal and external customers appropriately and promptly, to ensure those connected or involved in your work are aware of progress and action taken or action required to rectify the identified defect/s.
- Participate effectively in Mobile Working by accurately operating the electronic recording system where issued, or paper systems, to plan appointments and for record of job order/s including

transmission and maintenance of timesheets, work completion status, vehicle records, materials management and progress against target objectives set for, time, cost and quality.

- Participate in the delivery of Out of Hours call out service in accordance with SNG's current policies and procedures.
- Operate within the existing SNG Code of Conduct promoting a positive image as a local community service provider to ensure all customers receive the best possible effective and efficient service.
- Establish, develop and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to SNG's corporate objectives.
- Observe and comply with SNG's policies and procedures and observe and continually promote equality and inclusion and customer care in compliance with organisational aims and objectives.
- Continuously seek realistic ways to improve efficiency and effectiveness in your role, to help the department, and SNG, achieve its goals.

### General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

### **Knowledge and Skills:**

#### Essential

Fully competent in all aspects of roofing including:

- Pitched and flat roofing systems.
- Lead valleys.
- Flashings.
- Box gutters.
- Three-layer felt systems.
- IT literate and proficient in MS Office.
- Lead valleys/GRP roofing systems – valleys, bonding gutters etc.
- Vertical tile hanging.
- Fascia, soffit and rainwater goods.
- Fire breaks/fire stopping.
- Warm and cold roof systems for pitched and flat roofs.

- Environmental awareness - bat protection.

Desirable

- Scaffolding awareness qualification.

*This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.*

<b>Version</b>	<b>Job code</b>	<b>Author</b>	<b>Date created/modified</b>	<b>Effective date</b>
1.0	4015	New Template	NH	27/06/2016
2.0	4015	Claire Dinsey (New template only)	May 2024	
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