# RING STONES

 **JOB DESCRIPTION**

**POST:** Roofer

**SERVICE AREA:** Ring Stones Maintenance and Construction

**JOB PURPOSE:** To undertake roofing work on the companies instruction of both Internal and External Works

**RESPONSIBLE TO:** Assistant Site Manager / Site Manager / Heads of Departments

**RESPONSIBLE FOR**: Apprentices (Where applicable)

**KEY DUTIES AND RESPONSIBILITIES:**

1. To undertake without direct and constant supervision roofing work on the Company’s instructions for the chosen schemes applicable, with all works to be completed to a high standard.
2. To undertake a variety of roofing tasks identified below (but not exhaustive of) full re roofs, roofing repairs, rubber cover, torch on felt, guttering, soffits, fascia’s, stack drops, lead work and flashings.
3. To be conversant with safe working practices and to carry out work in a safe manner in accordance with the Health & Safety at Work Act 1974.
4. To complete work as detailed on works orders to specified standards and to regulations and within the specified time scales.
5. To communicate with Customers in accordance with our customer care policy including contacting customers in advance to advise of arrival time, if you are going to be late for an appointment etc.
6. To prioritise on a daily basis the work to be undertaken.
7. To follow stocks and stores procedures as appropriate.
8. Ensure timesheets are completed and returned to the Line Manager by Monday of each week.
9. Ensure that paperwork relating to works orders is completed and returned to the Line Manager as soon as works are completed.( where applicable )
10. Ensure that a high level of customer service is achieved, including presentation of identification cards and use of the Departments No Access Procedure when dealing with customers.
11. Maintain and clean all tools and equipment that are company property and return to stores when not in use.
12. If in charge of a vehicle, to undertake daily vehicle checks including cleaning and other routine maintenance, to keep the vehicle in a safe and serviceable condition, and to ensure that a fully equipped first aid kit is carried in the vehicle at all times. Also to complete and return to the Line Manager a vehicle check list on a weekly basis.
13. To participate in the Company’s staff appraisal / one to one scheme.
14. To comply with the Company’s Equal Opportunities, Customer Care and Health & Safety policies.
15. To undertake any training considered relevant to the performance of the duties of this post and in furtherance of the Company’s objectives.
16. Any other duties to reflect changing workloads and priorities within the department.

**Footnote**

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the postholder’s responsibilities.

**Disability Discrimination Act (1995)**

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Company will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Where driving is an essential job requirement and a disability prevents an applicant from performing this task, alternative driving arrangements will be considered where reasonable.

**RING STONES**

PERSON SPECIFICATION

POST: **Roofer**

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| Selection Criteria | **Essential/****Desirable****E/D** | **Means of Assessment** |
| **QUALIFICATIONS:** |
| 1. | City & Guilds, NVQ3 or equivalent. | E | A/Production of certificate |
| 2. | Full Driving Licence. | E | A/Production of licence |
| **EXPERIENCE:** |
| 1. | Experience of working in the building trade industry. | E | A/I |
| 2. | General knowledge of Health & Safety in the work place and safe working practices. | E | A/I |
| 3. | Experience of working in a property maintenance environment. | D | A/I |
| **SKILLS AND KNOWLEDGE:** |
| 1. | Ability to work on own initiative and as part of a team without supervision. | E | A/I |
| 2. | Ability to plan and prioritise own workload. | E | A/I |
| 3. | Ability to keep accurate records. | E | A/I |
| 4. | Ability to carry out multi-skilling in other trades | D | A/I/S |

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| **OTHER REQUIREMENTS:** |
| 1. | To present a positive image of Ring Stones Maintenance and Construction to customers and other internal or external organisations. | E | I |
| 2. | Willingness to carry our multiskilling in other trades. | E | I |
| 3. | Willingness to make a positive contribution to the overall performance of Ring Stones. | E | I |
| 4. | Commitment to delivering a high-quality service. | E | I |
| 5. | Flexible approach to work. | E | I |

**Method of Assessment**

**A Application form**

**I Interview**

**P Presentation**

**W Written Exercise**

#### **S Skills test**

**C Production of Certificates**

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| **Our Values we all commit to, and care about**The following values describe how we expect staff to go about their work on a day to day basis. These values help to create a workplace where everyone who works within The Calico Group has the opportunity to learn and grow their talents in an environment where they feel valued and supported and where their efforts are rewarded and recognised. These values will be assessed during the interview stage. |
| Do the right thing* Be accountable
* Make good choices
* Adapt to changes

Listen and learn* Empathise
* Learn from mistakes
* Pause and reflect

Work together* Collaborate
* Have fun
* Challenge each other

Care for each other* Be supportive
* ‘know me’
* Be respectful

Look after yourself* Be yourself
* Develop self awareness
* Play to strengths

Deliver results* Innovate and create
* Prioritise and perform
* Develop commercial awareness
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