**Job Description**

**Yard & Buildings Maintenance Operative**

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| **Job Details** |

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| Reporting to: Wet Waste Manager |  | Date: 1st February 2018 |

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| Department: Wet Waste |  | Location: Wokingham |

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| Responsible for: General Building Maintenance  |

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| **Job Summary** |

To provide an efficient yard service for the A1 Group which includes ensuring the yard area is clean and tidy and in line with Company H&S requirements reporting directly to the Supervisor. As a yard and buildings Maintenance Operative your duties will include general buildings maintenance and also the movement and preparation of equipment ready for dispatch, general yard clean up duties, basic paperwork and admin duties as required.

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| **Key Responsibilities** |

* Carrying out general building duties at various A1 yards where duties will include excavation, drainage, concreting, bricklaying, rendering, re-pointing, roofing works, fascia and soffit replacements including associated carpentry and preparation and making good and other types of internal and external works as instructed.
* Maintaining appropriate and accurate records of time, duration and scope of works undertaken, together with materials and plant utilised on each project.
* Ensuring that all works are undertaken in a safe manner in accordance with good practice and current legislation.
* Requesting necessary materials and plant as required ensuring effective completion of the works, minimising waste and surplus materials wherever possible
* Liaising with Management ensuring they are kept informed on the nature and duration of works to be undertaken.
* Keeping work areas clean and tidy
* Any other reasonable task required by the company

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| **Key Skills**  |

* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team and with limited Supervision
* Good product knowledge upon completion of in-house training
* Performing support and maintenance duties in a workshop and yard environment
* Involved in lifting operations when required

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| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

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| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

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| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

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| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

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| Name:  |  | Date:  |

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| Signature:  |

**Manager:**

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| Name:  |  | Date:  |

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| Signature:  |