

description

Job Title	Maintenance Operative Final 010623
Supervised by	Maintenance Estates Co Ordinator
Line Managed	Deputy Estates Manager
Responsibilities	<ul style="list-style-type: none"> • To carry out all aspects of repair and maintenance work within the region/services assigned to you. • Repair services to include plumbing, carpentry, fix broken furniture/walls gardening and oversee other works that requires attention. Scope of any gardening works to be identified by the Deputy Estates manager. • To ensure that working areas are left clean and tidy. • To undertake basic administration tasks, related to this work and support fellow team members and the role of the Co Ordinator as team leader. • To utilise the maintenance portal for all works undertaken, ensuring that this is kept up to date at all times and provide constructive feedback to the Co ordinator . • To promote high standards in the environment for people we support through high standards of professional practice and a respectful approach when working in people’s homes. • To understand mandatory and regulatory requirements related to your role and attend the relevant mandatory training. • To support the Maintenance Co-Ordinator and Deputy Estates Manager in responding to requests. • To support the Maintenance Co-Ordinator for the efficient arrangement of maintenance works across the services you are responsible . • To maintain effective communication with home managers. • Work as part of a team in a constructive and supportive manner, attending and participating in team meetings where required and contributing to a culture of open communication and constructive feedback with colleagues.

	<ul style="list-style-type: none"> • It is the nature of the work that task responsibilities are in many circumstances unpredictable and varied. All team members are expected to work in a flexible way when the occasion arises to ensure that tasks which are not specifically covered in their job description are covered.
Accountabilities	<ul style="list-style-type: none"> • Follow the Code of conduct for Estates as issued in 2023 including proper use of company vehicles procurement cards and any other company resources . • Ensuring homes are of a good standard and reporting any concerns to the supervisor. • Assessment of work that has been flagged to see if this is necessary and make recommendations of the work that is carried out. • Regular audits of homes within the region of responsibility to assess whether future repairs and maintenance work may be necessary, if feasible carry out remedial work to avoid any large future work that may arise. • Take personal responsibility for your own learning and attend all relevant training/development provided. • Take personal responsibility for ensuring that trade qualifications are up to date on the system. • To meet with the Estates co Ordinator on site at least every two months, undertake supervisory meetings, annual development reviews and Career Adventures annual assessments. • To be personally accountable for the standard of your practice. • To report concerns and important matters to your supervisor in a timely manner. • To ensure excellent standards of professional practice according to the organisation's philosophy and guidelines. • To ensure that you seek advance authorisation through the Deputy Estates Manager for any overtime and/or weekend work and make the resultant claims for time through MyHR. • To ensure that legislation and regulations concerning environmental health, building control, planning and health and safety are complied with, and to advise the Registered Manager and Co-ordinator accordingly

where action is required.

Person Specification

Knowledge and Experience	<ul style="list-style-type: none"> • Proven experience of working in the building trade with a specialism such as Plumbing or Carpentry . • Minimum 3 years building experience. • Commitment to the values of the new Code of Conduct 2023 and to adopt a positive approach to partnership working. • Commitment to attend the on line and other mandatory training for the role. • Basic IT skills and a can do attitude.
Qualifications & Requirements	<ul style="list-style-type: none"> • A full (clean) driving licence and access to a car . • Willingness to travel. Prepared to work unsociable hours and be able to travel to other regions if required. • Self-motivated and a team player . • Excellent time management, administrative and organisational skills . • Ethical and professional behaviour. • Willingness to learn new things and take on new tasks. • Ability to use initiative and work with conflicting deadlines.