

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Estates Operative
<b>Team:</b>	Estates
<b>Reports to:</b>	Estates Coordinator
<b>Role Purpose:</b>	To carry out any repair and maintenance work necessary for the assigned set of homes within the region of responsibility
<b>Scope:</b>	No Direct Reports
<b>Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Carry out any repairs and maintenance work efficiently for homes that fall within the region of responsibility</li> <li>• Carry out assessment of work that has been flagged to see if this is necessary and make recommendations of the work that is carried out</li> <li>• Carry 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</li> <li>• Carry out any ad hoc work or projects at the request of the Estates Coordinator</li> </ul>
<b>Specific Requirements:</b>	A full driving licence and access to a car

<b>PERSON SPECIFICATION</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Proven experience of working in the building trade with a specialism such as plumbing or carpentry</li> </ul>
<b>Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years building experience</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Self-motivated and a team player</li> <li>• Excellent time management, administrative and organisational skills</li> <li>• Ethical and professional behaviour</li> <li>• Willingness to learn new things and take on new tasks</li> <li>• Ability to use initiative and work with conflicting deadlines</li> </ul>