

Designation:	Multi skilled Handyperson
Grade:	Stroud 4
Hours:	37 hours per week
Location:	Ebely Mill
Job Purpose:	Generally to act as the first responder for the service as required. To provide a general building maintenance service to Council owned and managed dwellings and assets across the district. Provide support in the delivery of a range of services as directed by carrying out repairs to property and common parts.
Responsible to:	Maintenance and Voids Manager
Responsible for:	No supervisory responsibility

KEY DUTIES

- To carry out a broad range of maintenance and repairs to council owned housing stock, and assets
- To provide a lock changing service for both external stakeholders and to Council owned buildings and dwelling.
- To assist with emergency responses when required
- To carryout minor plumbing repairs including unblocking sinks and drains etc
- To deal with minor electrical repairs and fixings, light bulbs, plugs etc
- Carpentry and general building, including decorating, and patch plastering repairs
- General gardening, and landscaping, including footpath clearance and gritting
- Carryout site inspections, and schedule works as required

SKILLS AND KNOWLEDGE

- Relevant qualification such as NVQ/City + Guilds Level 3 or similar in construction related discipline or Extensive trade experience.
- Excellent communication skills both verbal and written
- Appropriate Health and Safety qualification and chemical handling license required.

- An understanding of administrative processes and systems, being ICT literate
- Experience of working with the public
- Hold relevant up to date Asbestos Awareness certification.
- Hold relevant First Aid certification.
- Post requires enhanced Disclosure Barring Service

Ability to undertake work relating to more involved tasks confined to one function or area of activity, which requires a good standard of practical knowledge and skills in that area of activity.

COMPLEXITY AND CREATIVITY

- Work requires the exercise of creativity within the general framework of recognised procedures

JUDGEMENT AND DECISIONS

Work is carried out within programmes and objectives where there is a wide range of choices and decisions required where policy, procedures and working standards provide only general guidelines.

CONTACTS

- Members of the Council
- Members and staff of other local authorities/partner agencies
- Suppliers and contractors
- Members of the public

Issues generally not contentious, but where the outcome may not be straight forward. Outside contacts would involve identifying details of service needs, assessment and initiating action to provide assistance, offering straightforward advice or delivering more comprehensive support and/or care.

RESOURCES

- Responsible for the proper use of hand tools, small items of equipment and low cost materials.

TRAVEL DESIGNATION

- Company vehicle – Business use only

GENERAL

- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at Work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties to meet the Council's obligations under the Civil Contingencies Act.
- To be prepared to occasionally work outside normal hours as required.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.