**Job Description**

**Main Purpose of Job:**

To undertake a wide range and scale of maintenance and general building tasks and would cover elements such as bricklaying, tiling, plastering and concreting activities, from minor repairs through to inclusion in major refurbishment type works, underpinned by a Building Qualification and relevant experience, to the portfolio of East Suffolk Council, Town and Parish and Commercial Client’s buildings, facilities and associated sites.

To take an active part in the teams emergency response activities and out of hours service on a rota basis across the East Suffolk district.

**Key Responsibilities:**

1. To act on instructions in regard to the safe completion of all general builder related duties and tasks required, fully complying with all regulations, health and safety requirements, risk assessments and good working practices in place.
2. To be able and competent in a variety of trades/disciplines and have the ability to complete a comprehensive range of repairs across a number of trades.
3. To complete a wide range of maintenance duties using materials supplied, meeting a high standard and volume of work as deemed by supervisors.
4. To carry out diagnostic investigations and repair for minor routine maintenance, where no prior inspection has been undertaken.
5. To complete and submit in a timely manner, all required information in regard to works completed, further works necessary, completion dates, sign off etc.
6. To partake in the teams out of hours emergency cover requirements, for which you will be remunerated separately.
7. To actively work in full compliance of all risk assessments and method statements produced. Liaising with the FM Supervisor or Assistant Manager in regard to any upgrades or improvements required.
8. To manage and maintain in good condition, all provided equipment necessary for the efficient completion of works.
9. To undertake all/any new or refresher training necessary to remain fully compliant with all legislation and the duties listed above.
10. To effectively and appropriately engage with others in regard to works proposed, discussing areas such as work scope, expected duration, levels of inconvenience, temporary services being provided etc.
11. Execute a high level of customer care when dealing with the members of the public.
12. Maintain in a good condition any works vehicle provided and to comply to our Driving and Vehicle Policies.
13. Leave all works in a safe manner.
14. To carry out all duties in a professional manner, recognising good customer care principles, and acting as the Company’s representative on site(s).
15. To mentor a Property Maintenance Apprentice.
16. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
17. To promote and adhere to the workplace values of our organisation.

**Line Manager: FM Supervisor**

**Responsible for: None**

Note: This is a description of the job as it is constituted at November 2023 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Company to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Company’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Company reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * A good and varied knowledge of commercial and domestic building maintenance work. * Experience of inspection, fault finding and testing. | * Legionella inspection qualification |
| **Skills and Abilities:** | * Competent in all areas of general building work. * Competent in a number of trades/disciplines and have the ability to complete a comprehensive range of repairs. * Ability to complete, interpret and process administration. * Ability to communicate effectively and appropriately with the public. * Have a good understanding of digital technology and able to use digital devices such as smart phones and tablets. |  |
| **Education and Training** | * City and Guilds in General Building or equivalent qualification or considerable relevant experience. * Understanding and ability in Mathematics and English. * Demonstrable ability to complete a wide range of maintenance duties. * Legionella Awareness * Asbestos awareness * Working at Heights training * Manual Handling training |  |
| **Other Requirements** | * Full Driving Licence to meet the travel requirements of the role. * A commitment to own development and to supporting training and development initiatives. * To comply with the Health and Safety at Work Act 1974. * To undergo annual health surveillance provided by the company. |  |