



Job title	Maintenance Technician – Multi-Skilled
Reports to	Technical Services Manager
Responsible for	None
Location	90 Beech Avenue New Basford Nottingham NG7 7LW
Hours	37 Hours
Salary	£23,683.45 Scale 5

Purpose

Undertake general maintenance repairs while working to provide a high-quality "right-first-time", cost-effective building services for the Association and its customers. Adhere to the Association's range of policies and procedures including Health & Safety, Compliance and Maintenance policies and ensure that properties are maintained in line with the Association's standards and that the service delivered to customers is responsive, effective and efficient.

To promote and uphold the core values of the Association.

Duties and responsibilities

You will work within a small team of skilled operatives carrying out maintenance works to domestic properties within the Nottinghamshire, Derbyshire and Leicestershire areas. You will play an essential role in ensuring that works are completed to the tenant's satisfaction. The work may involve using steps and ladders to gain access to confined areas such as roof spaces, and the jobholder will also be required to lift and carry tools and equipment.

You will generally work alone with occasional team working as required. The job also entails attending emergency jobs occasionally out of hours, for which additional payments are made.

Building Maintenance

To carry out a range of building maintenance work as directed by the Head of Asset Management & Development on the Association's properties, including:

Maintenance work, predominantly primary trade-related, comprising emergency, urgent and routine repair requests.

Occasional work, predominantly primary trade-related, of a larger nature on non-urgent jobs or void property.

Ensure levels of productivity and work within the required timescales/categories or to targets

Carry out a multi-skill activity (trade work not attached to your core skill) as required and within competency to ensure jobs are completed right-first-time.



Liaise with other employees as necessary in to complete specified works

Ensure that vehicle stocks are maintained and accounted for.

Provide out-of-hours cover as required, particularly over the Christmas and Bank Holiday periods (additional payments are made).

Plan and organise return visits to ensure maximum efficiency and value for money.

Conduct work in accordance with current legislation, British Standards, Codes of Practice, Tuntum's Repairs Service Standard, safe systems of work and recognised industry standards for such work, minimising damage to the fabric of the property.

Ensure protective clothing and Health and Safety equipment provided are used correctly and when required, in accordance with risk assessments.

Ensure the worksite is kept clean and tidy and the property is left safe on completion of the job.

Undertake visual inspection of all tools, equipment, and appropriate vehicles, ensuring they work correctly and reporting any defects. Comply with formal periodic testing checks.

Keep accurate documentation of works undertaken, parts, and also work time and vehicle records

To keep the organisation's vehicle and equipment safe, clean and serviceable, and every effort is made to keep the vehicle and equipment secure.

Ensure that any work equipment, including PPE, is appropriately used and kept and stored correctly.

Other

To carry out any other tasks as may be specified from time to time by any senior manager of the Association.

To carry out occasional inspections or assistance as directed by the Technical Services Manager.

Undertake job-related training.

Ensure that all the Association's policies are reflected in all aspects of the work.



Person Specification

Requirements	Essential	Desirable
Education	Basic trade apprenticeship and NVQ Level 2 / City & Guilds qualification or equivalent in your primary trade.	<p>Advanced trade apprenticeship to NVQ Level 3.</p> <p>Additional trades apprenticeships and NVQ</p> <p>Manual Handling training.</p> <p>Ladder / Working at Heights Training</p>
Experience required	Demonstrable experience in undertaking a range of maintenance repairs and related skills associated with day-to-day maintenance.	Experience of working within a similar role in a Housing Association
Skills and aptitudes required	<p>Able to plan and prioritise workloads to meet specific outputs and deadlines.</p> <p>Ability to assess/diagnose faults and problems on-site and identify parts/materials/equipment required to carry out the work.</p> <p>Ability to consider the environment and make safe working assessments.</p> <p>Awareness/knowledge of Health & Safety regulations in relation to building works.</p> <p>Ability to use a handheld device or computer to read /send emails & open and read documents.</p> <p>Excellent verbal communication skills.</p> <p>Ability to write clear and concise English.</p>	<p>Asbestos awareness Training.</p> <p>General Health & Safety training.</p> <p>Experience in undertaking risk assessments or method statements.</p> <p>Manual Handling training.</p> <p>Ladder / Working at Heights Training</p>



	Proficient in Microsoft Office.	Experience of out of hours call-outs.
Personal qualities required	<p>Prepared to work on-call outside normal hours.</p> <p>A positive approach to work</p> <p>Commitment to operating within Tuntum's organisational values</p> <p>Professional, reliable, influential, customer-focused.</p> <p>Commitment to continuous professional development.</p>	
Circumstances	Full, current, UK driver's license and can travel between sites	

Compiled by:	<i>Stephen Turnock – Technical Services Manager</i>
Approved by:	
Date approved:	