

Job Description



1. JOB PROFILE

Post	Multi-trade Technician/ Carpenter	
Term	Permanent Position	
Salary	£23,128	<i>Starting salary by negotiation and dependent upon experience and qualifications.</i>
Pension	Auto enrolment into a Group Pension Scheme or other qualifying pension scheme of the employee's choice. Employer contribution @ 7% of annual salary.	
Leave Entitlement	<p>Annual Leave - 25 days per annum plus eight statutory days. An additional 2 days per annum are awarded after 2 full years in service & an additional 3 days after 5 full years in service.</p> <p>Sick Leave - In addition to the statutory minimum entitlement the organisation will pay full pay for up to five working days in the first 13 weeks of service. Thereafter entitlement will be up to 30 working days paid leave in a 12 month rolling period.</p> <p>Other Leave – Enhanced Maternity Leave, Paternity Leave and Carer's Leave (see Contract of Employment for further details).</p>	
Other	<p>NB all entitlements are pro-rata for part-time staff</p> <ul style="list-style-type: none"> • The post is subject to a probationary period of six months which may be extended in exceptional circumstances • Flexible working is in operation • Death in service insurance • Health benefits 	
Hours	37.5 hours per week (amend as required)	
Reporting to:	Maintenance Supervisor	
Job Location	Office base is Oakwood House, Cheylesmore, Coventry CV1 2HL, travelling to different locations within Coventry, Warwick and Stratford.	
Approved by:	Chief Executive	
Date Reviewed / Approved	06/01/20	

2. MAIN PURPOSE OF JOB:

Under the direction of the Building Operations Manager, you will be providing both planned and reactive maintenance to maintain our properties to a high standard.

3. MAIN DUTIES AND RESPONSIBILITIES

- To complete planned and reactive maintenance to buildings, equipment, fixtures and fittings in all properties owned or managed by the company.
- General maintenance duties include: painting and decorating, plumbing, carpentry, electrical work, tiling, glazing, PAT testing.
- To utilise specialist carpentry skills. For example: fire door safety checks and repairs; replacement of locks according to organisation procedures and requirements.
- To turn void properties/rooms around within an agreed timeframe and to a high standard
- Liaising with contractors to provide access to buildings.
- To ensure works are effectively planned and carried out as efficiently as possible to minimise void periods, liaising with Building Operations Manager as appropriate.

- g) To assist with regular inspections of the properties to identify current and future maintenance requirements.
- h) To complete all mandatory training as required

4. OTHER

- a) Ensure that all duties are carried out in a professional manner and in accordance with the guidelines and policies of Coventry Cyrenians.
- b) Take responsibility for the health and safety of yourself and others whilst at work and ensure the health and safety of colleagues and/ or visitors.
- c) Attend training courses, supervision sessions and meetings as required.
- d) Assist in the induction of new staff as requested.
- e) Carry out such duties as may be commensurate with the post as agreed by line managers.
- f) Occasional evening and weekend work may be required.

PERSON SPECIFICATION

MULTI-TRADE TECHNICIAN/ CARPENTER

AREA	REQUIREMENT/QUALIFICATION (E = Essential; D = Desirable)	E	D	HOW IDENTIFIED
Education	Recognised maintenance qualification Recognised carpentry qualification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Certification
Experience	Three or more years relevant experience in a specific trade Relevant experience in repairs/remedial works. Relevant experience in property maintenance.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		Application
Knowledge	General building and maintenance practices and techniques	<input checked="" type="checkbox"/>		Application & Interview
Skills & Abilities	Multi-skilled in 2 or more trades Ability to work on your own initiative. To be able to complete work to a high standard To ensure where possible a 'one stop fix' Good communication skills Ability to work flexible hours as required Ability to work as an effective member of a team Ability to present in a professional manner Full UK drivers licence Driving a range of sizes of light commercial vehicles	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		Application & Interview
Attitudes & Values	A commitment to deliver to individual and organisational targets Empathy with the aims and values of the organisation Commitment to continuous improvement including own professional development Commitment to principles of Equal Opportunities Have a committed attitude to Health and Safety	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	 <input checked="" type="checkbox"/> 	Application & Interview

Due to the nature of this post it is subject to a Disclosure and Barring Service (DBS), criminal records check.