

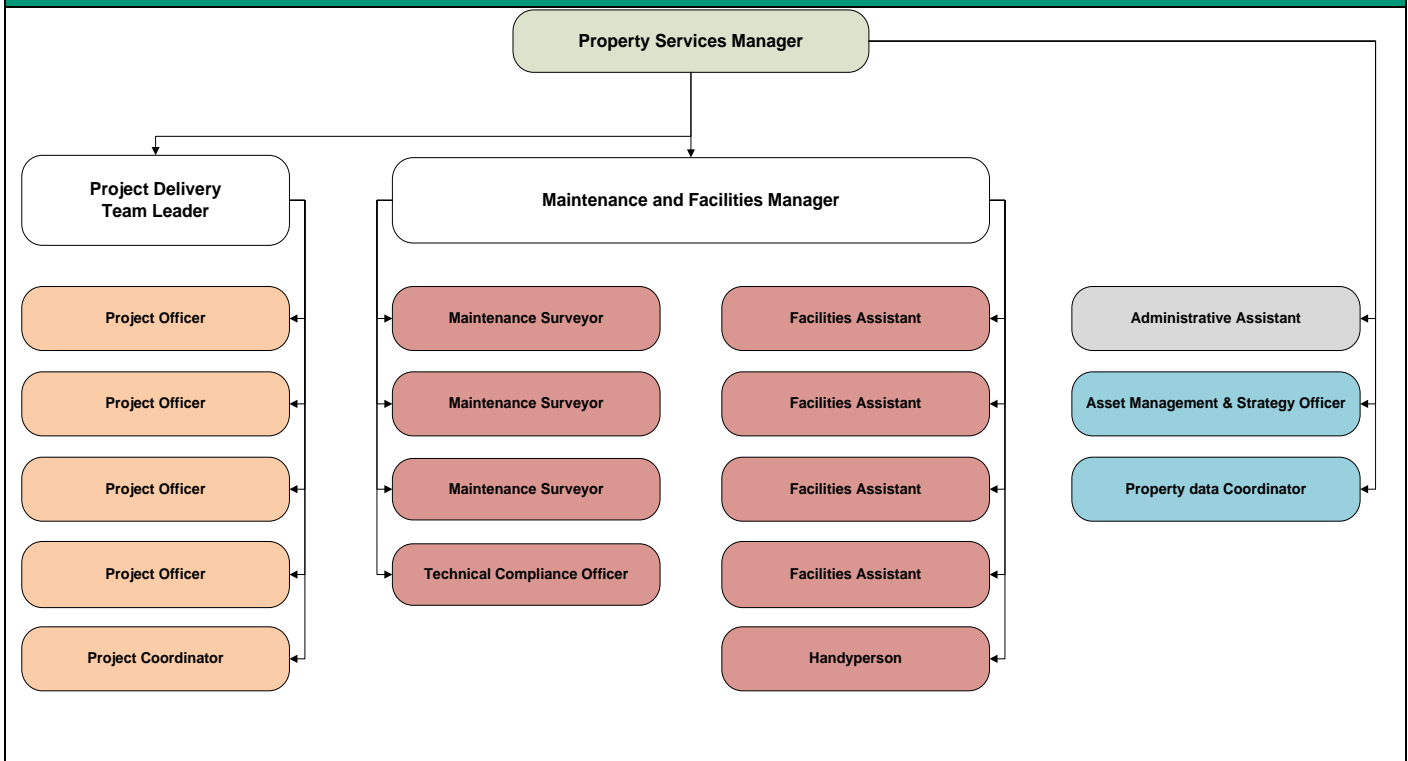
## Job Description and Person Specification

<b>Job title:</b>	Handyperson
<b>Directorate:</b>	Resource
<b>Service:</b>	Finance
<b>Team:</b>	Property
<b>Post number:</b>	TBC
<b>Salary grade:</b>	Grade F
<b>Work location:</b>	Birchwood Care Home
<b>Reports to:</b>	Maintenance and Facilities Manager
<b>Supervises:</b>	none

### Job Purpose

The person appointed will be competent and responsible for all types of maintenance support needed to provide cost effective, professional building maintenance service to the Council's Birchwood Care Home.

### Structure Chart



## Main Duties and Responsibilities

- To ensure all allocated handyperson tasks are completed within the required time scales and to the standard required by West Berkshire Council
- During normal working hours to liaise with and support external contractors visiting the site, ensuring their work is completed to the appropriate standard and carried out in a safe and effective manner
- To carry out skilled tasks including
  - painting
  - minor plumbing and heating
  - floor and wall tiling
  - assembly and fixing of notice boards, shelving, furniture etc.
  - minor electrical works such as changing lamps
  - daily plant and equipment checks
- To carry out general labouring duties
  - window cleaning
  - cleaning footpaths
  - minor furniture moves
  - snow and ice gritting clearance
  - removal of waste and recycling
  - unblock drains sinks and wc's
- To carry out tasks related to the control of legionella:
  - flushing of showers and outlets
  - checking the temperature of outlets
  - cleaning outlets
  - cleaning or changing shower heads
- As required attend other West Berkshire sites to undertake Handyperson functions
- To attend regular team meetings and briefing sessions for staff
- To attend regular 1 to 1's and appraisal meetings
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

## Scope (impact on/control of resources, people, money etc)

### Financial Accountabilities

Budgets directly controlled : None

Budgets monitored on day to day basis: The post will be responsible for generating requisitions across a number of building repairs and maintenance cost centres and ensuring products and materials purchased demonstrate value for money.

### Staff Responsibilities

Number of employees supervised: None

<b>Person Specification</b>	
<b>Qualifications</b>	<b>Essential/ Desirable</b>
City & Guilds or NVQ2 qualification in plumbing/electrical installation or equivalent	Essential
Training in health and safety issues affecting commercial building	Essential
Qualified to undertake portable appliance testing of equipment	Desirable
<b>Experience</b>	
5 years experience working in commercial building maintenance and undertaking basic property repairs to a high standard	Essential
Experience of working in public sector environment	Desirable
<b>Knowledge and understanding</b>	
A understanding of ACOP L8 : The control of legionella bacteria in water systems	Desirable
An awareness of asbestos regulations	Desirable
Knowledge of basic construction and property maintenance techniques	Essential
Understanding of operating fire and intruder alarm systems in commercial buildings	Essential
<b>Skills and abilities</b>	
Ability to use Outlook, and a web browser to access information	Essential
Ability to use Microsoft Office (Word, Excel)	Essential
Ability to communicate effectively with a wide range of people, verbally and in writing	Essential
<b>Work-related personal qualities</b>	
Ability to prioritise and manage a workload	Essential
Ability to work independently with minimum supervision	Essential
A friendly and approachable manner with customers	Essential
Enthusiastic, adaptable and committed to the success of all projects	Essential
<b>Other work-related requirements</b>	
Full driving licence	Essential
Able to make regular and frequent site visits at various locations	Essential
Enhanced DBS Check	Essential