



Job Description

Job title	Handy Person Operative	Hours	37hrs - full time <i>Week by week arrangements will be in accordance with business requirements and by agreement, subject to your right not to work more than 48 hours per week unless by agreement.</i>
Department	Property Services	Salary	SK5 (£25,149 per annum)
Location	Based at The Picture House	Contract	Permanent

Main Job Purpose

The role is viewed as being key in supporting and enhancing the Property Service and responsiveness to achieving quality property services to the corporate and operational portfolio.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week and year. Attention to detail and customer service is crucial to our success therefore, good interpersonal skills are required for this post as the Service continues to expand quality provision and meet targets.

The ability to work as part of a team and to be self-motivating is essential.

The role reports to the Team Leader.

This role is not politically restricted.

Main Statement of Responsibilities

- Maintenance of buildings and equipment
- Carrying out routine procedures, testing and inspection of ancillary equipment such as emergency lighting, fire alarms, tap temperature tests.
- Participate in out of hours call out rota and attend to incidents as required.
- Ensure the handy person equipment is in safe and proper working condition.
- Carry out repairs to buildings and building services as directed and competent to do.
- Supervising specialist workmen and contractors to the sites of repair and maintenance and inspecting the work of contractors where there is a requirement to sign a satisfaction note.
- Monitor and sign off works and maintain the work schedule register.
- Periodically clean out guttering and flat roof areas removing seasonal waste build up.
- To monitor consumable stock levels and order items within the budget limit.
- Use of departments asset management system, Technology Forge to sign off work, access documents and upload data and documents.
- Carry out inspections in conjunction with other members of the team including car parks, bus stations, closed graveyards and other property assets.
- Gravestone and memorial topple tests.
- Input to small works projects, attend meetings and offer advice.
- Basic carpentry to doors, windows and fixtures and fittings including hinge and lock installation.
- Basic plumbing repairs to toilets, showers, sinks, drains and ancillary pipe work.



- General small works, including an element of painting, varnishing, tiling, glazing, fitting/refitting of fixtures, minor path/road/wall/roof repairs, replacement of light bulbs.
- Carrying out procedures and “first line of response” in the event of fire, flood, breaking and entering, accident or major damage.
- Ensuring that works within your remit conform to all relevant legislation including the Safety at Work Act 1974 and the Fire Regulations.
- Placing orders for stock items.
- Carrying out duties so as to maintain a good working atmosphere and team spirit. This will include covering for colleagues when appropriate.
- Maintaining excellent timekeeping and record keeping.

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Security needs within office and operational delivery settings
- Safety at work
- General handyperson/maintenance role
- Safe operating procedures and use of power/manual tools
- Ladder procedures
- Basic all round handy person skills
- Understanding of work Processes and Procedures with regards to services management
- Understanding of Compliance activities in relation to services management
- Computer literate with IT Skills to achieve key tasks
- Good written and verbal communication skills enabling the individual to work with customers, suppliers, and staff at all levels
- Excellent time management and organisational skills with commitment to continuous improvement
- Ability to work as part of a team, as well as independently

Desirable

- Safety at Work Act
- Fire Regulations
- Experience within a Facilities Management, maintenance or property services environment
- Experience in using a CAFM System

Relevant Qualifications

Essential

- Good standard of general education (GCSE or equivalent)
- Relevant industry qualification eg City & Guilds, NVQ



- Current driving licence

Desirable

- IOSH/NEBOSH
- Evidence of commitment to continuous professional development

Experience

Essential

- Carpentry, plumbing, minor electrical works, tiling, painting
- General building maintenance duties
- Ordering, receiving and storing of goods
- Experience of working in a customer focused environment

Desirable

- Recent experience of working within a team environment and relevant experience of working alone and setting own priorities