

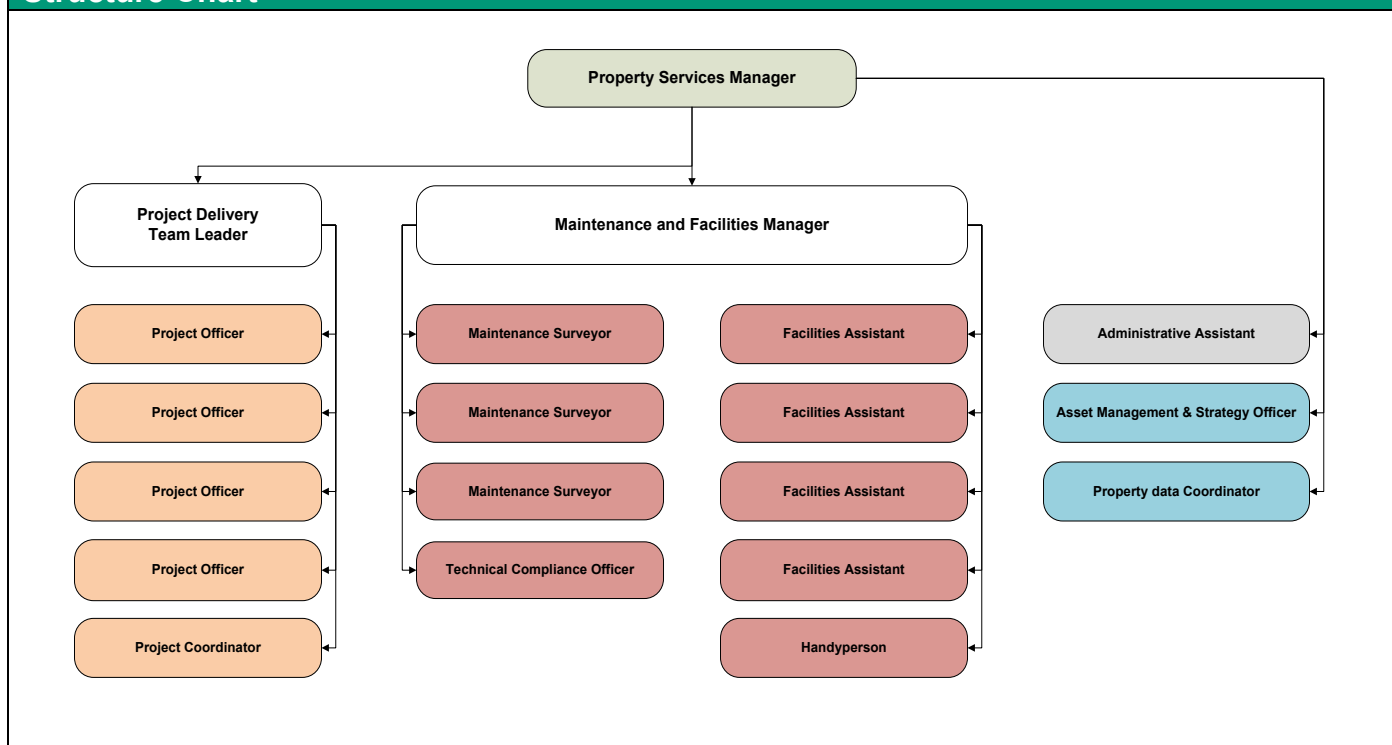
## Job Description and Person Specification

<b>Job title:</b>	Handy person
<b>Directorate:</b>	Resource
<b>Service:</b>	Finance
<b>Team:</b>	Property
<b>Post number:</b>	03340
<b>Salary grade:</b>	Grade F
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Andy Green
<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 corporate administrative office buildings, libraries, resource centre's and recreational sites.

### 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
- To carry out skilled tasks including
  - painting

## Main Duties and Responsibilities

- 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
- Take responsibility for ensuring the vehicle provided is kept clean and tidy and carry out regular vehicle checks to ensure it is safe to drive. Take vehicle for MOT and servicing
- As required carry out the opening and closing of buildings including security checks
- Provide 24/7 out of hours facilities cover one week in three
- 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, maintenance of cost centres and ensuring products and materials purchased demonstrate value for money.

### Staff Responsibilities

Number of employees supervised: None

## Person Specification

Qualifications	Essential/ Desirable	Internal Use Only
City & Guilds or NVQ2 qualification in plumbing/electrical installation or equivalent	Essential	1
Training in health and safety issues affecting commercial building	Desirable	1
Experience		
5 years experience working in commercial building maintenance and undertaking basic property repairs to a high standard	Essential	1
Experience of working in public sector environment	Desirable	1
Knowledge and understanding		
An understanding of ACOP L8: The control of legionella bacteria in water systems	Desirable	1

An awareness of asbestos regulations	Desirable	2
Knowledge of basic construction and property maintenance techniques	Essential	1
Understanding of operating fire and intruder alarm systems in commercial buildings	Essential	2
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access information	Essential	1
Ability to use Microsoft Office (Word, Excel)	Essential	2
Ability to communicate effectively with a wide range of people, verbally and in writing	Essential	3
<b>Work-related personal qualities</b>		
Ability to prioritise and manage a workload	Essential	1
Ability to work independently with minimum supervision	Essential	2
A friendly and approachable manner with customers	Essential	3
Enthusiastic, adaptable and committed to the success of all projects	Essential	4
<b>Other work-related requirements</b>		
Full driving licence	Essential	1
Able to make regular and frequent site visits at various locations	Essential	2