

ROLE PROFILE

POSITION	Apprentice Property Maintenance Operative		
TEAM	CSL	LOCATION	CSL
VERSION	2	LAST UPDATED	June 2018

PURPOSE OF ROLE	To assist with the maintenance of the Company's internal and external contracts. To attain the required knowledge, skills and attitude to obtain a City and Guilds Diploma Level 2 in Property Maintenance, and trade specific CSCS Card, through a dedicated and committed programme of work and college based learning whilst working within a social housing environment.
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KEY ACCOUNTABILITIES

1. All Multi-skilled duties relating to building maintenance and refurbishment.
2. Ensuring that works are carried out in the most cost effective and efficient manner.
3. College attendance one day per week to learn trade skills to include: A wide variety of skills through practical tasks and theory lessons, from basic electrical and plumbing, through heating and ventilation to wet trades, woodworking and tiling. Also to complete a portfolio of evidence in the workplace and receive 2 assessment visits from a qualified assessor.
4. Responsible for the care and condition of Company vehicles and equipment in accordance with relevant policies.
5. Any other duties consistent with the grade and general responsibilities of the post, as may be required from time to time by nature of changes to the business or the need to develop new streams of work.

GENERAL OBLIGATIONS (THIS IS STANDARD FOR ALL ROLES)

1. Represent the Company positively with all external agencies.
2. Service and support the Company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the Company's Health and Safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the Company's policy and standards.

REPORTING

- Reports to the Responsive and Minor Planned Supervisor

CONTACTS

Internal – All staff across Company

External – Customers, Suppliers and Contractors.

PERSON SPECIFICATION

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QUALITY	ESSENTIAL	DESIRABLE
Education & Qualifications:	Evidence of a sound level of education	Health and Safety Training IT qualification
Experience, Knowledge and Understanding	Basic general building/maintenance knowledge or experience Experience of working with in a customer-focused environment and within a team Basic IT knowledge and experience such as using e-mail and word processing	Local housing knowledge An understanding of health and safety at work policy and practices An understanding of Social Housing Use of plant and equipment/tools
Personal Skills	Work effectively independently and as part of a team Experience in organising own workload to achieve priorities and objectives Good communicator Ability to work to tight timescales Self-motivated, dependable and conscientious Flexible and able to adapt to change Work overtime as and when required Clean and tidy work ethic	
Other	Standard DBS Certificate satisfactory to the organisation	Full driving licence