

## ROLE PROFILE

<b>POSITION</b>	Kitchen Fitter/Multi-skilled Operative		
<b>TEAM</b>	CSL	<b>LOCATION</b>	Coastline House
<b>VERSION</b>	2.1	<b>LAST UPDATED</b>	October 2017

<b>PURPOSE OF ROLE</b>	To carryout maintenance on the Company's internal and external contracts.
------------------------	---

## 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. Responsible for ensuring that all quality and customer satisfaction targets are met.
4. Responsible for the care and condition of Company vehicles / plant and equipment in accordance with relevant policies.

## 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 Kitchens and Bathrooms Supervisor

## CONTACTS

**Internal** – All staff across Company

**External** – Customers, Suppliers and Contractors.

## PERSON SPECIFICATION

<b>POSITION</b>	Kitchen Fitter/Multi-skilled Operative		
<b>TEAM</b>	CSL	<b>LOCATION</b>	Coastline House
<b>VERSION</b>	2.1	<b>LAST UPDATED</b>	October 2017

QUALITY	ESSENTIAL	DESIRABLE
<b>Education &amp; Qualifications:</b>	Evidence of a sound level of education	<p>Basic first aid qualification</p> <p>Relevant technical or vocational qualification or time served trade apprenticeship</p> <p>City &amp; Guilds or NVQ Level 2 in Plumbing for Bathroom Fitting.</p> <p>City &amp; Guilds or NVQ Level 2 in Carpentry for Kitchen Fitting.</p>
<b>Experience, Knowledge and Understanding</b>	<p>General building and maintenance experience</p> <p>Experience of working with in a customer-focused environment and within a team</p> <p>Proven practical experience working within a multi-trade discipline</p>	<p>Local housing knowledge</p> <p>Good understanding of health and safety at work policy and practices</p>
<b>Job Related skills</b>	<p>Use of plant and equipment</p> <p>Basic IT skills such as using e-mail and word processing</p> <p>Ability to complete task specific risk assessments and method statements</p>	<p>Health and Safety Training</p> <p>CSCS card holder</p>
<b>Personal Skills</b>	<p>Work effectively independently and as part of a team</p> <p>Experience in organising own workload to achieve priorities and objectives</p> <p>Good communicator</p> <p>Ability to work to tight timescales</p> <p>Self-motivated, dependable and conscientious</p> <p>Flexible and able to adapt to change</p> <p>Work overtime as and when required</p> <p>Clean and tidy work ethic</p>	

Other	Full driving license Standard DBS Certificate satisfactory to the organisation	
-------	--	--