

ROLE PROFILE

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|-----------------|---------------------------------|---------------------|-----------------|
| POSITION | Painting & Decorating Operative | | |
| TEAM | Coastline Services Ltd | LOCATION | Coastline House |
| VERSION | 1.1 | LAST UPDATED | June 2020 |

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| PURPOSE OF ROLE | To carryout maintenance on the Company's internal and external contracts. |
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KEY ACCOUNTABILITIES

1. All 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.
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 appropriate Supervisor within the various CSL work streams.

CONTACTS

Internal – all staff across the Company

External – Customers, Suppliers and Contractors.

PERSON SPECIFICATION

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| QUALITY | ESSENTIAL | DESIRABLE |
|------------------------|---|-----------|
| Personal Skills | <ul style="list-style-type: none"> • Demonstrate behaviours in accordance with Coastline's values: <ul style="list-style-type: none"> ✓ Put our customers first ✓ Be open, honest and accountable ✓ Value each other ✓ Strive to be the best • 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 | |

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| <p>Education & Qualifications:</p> | <ul style="list-style-type: none"> • Evidence of a sound level of education | <ul style="list-style-type: none"> • Relevant technical or vocational qualification or time served apprenticeship • Basic first aid qualification • CSCS Card (Required to obtain once in role if not already held). |
| <p>Experience, Knowledge and Understanding</p> | <ul style="list-style-type: none"> • General building and maintenance experience • Experience of working with in a customer-focused environment and within a team | <ul style="list-style-type: none"> • Local housing knowledge • Good understanding of health and safety at work policy and practices |
| <p>Job Related skills</p> | <ul style="list-style-type: none"> • Use of plant and equipment • Basic IT skills such as using e-mail and word processing • Ability to complete task specific risk assessments and method statements | <ul style="list-style-type: none"> • Health and Safety Training |
| <p>Personal Skills</p> | <ul style="list-style-type: none"> • 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 | |



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| Other | <ul style="list-style-type: none">• Full driving licence• Basic DBS Certificate satisfactory to the organisation | |
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