



## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Operative  
**LOCATION:** Lincoln (Travel to other services as necessary)  
**RESPONSIBLE TO:** Property Services Manager (or nominee)

### **JOB PURPOSE:**

To improve the lives of people who use our services by providing maintenance and repairs to a range of properties.

### **KEY RESPONSIBILITIES:**

- Weekly internal / external maintenance checks to establish needs.
- Undertake general maintenance and repairs as and when required/requested.
- Undertake general painting and redecoration of internal rooms as and when required.
- Undertake general painting and maintenance of buildings externally.
- Carry out basic electrical and plumbing duties e.g. changing light bulbs and tap washers etc.
- Advise Service Coordinators of any major electrical and plumbing work that may require attention.
- Undertaking other duties appropriate to the grade as allocated by your Line Manager.
- Work in accordance with the Construction Industry Standards.
- Participate in an out of hours on call system, including attending properties where required.
- Inspect and prepare void properties ready for the next tenant.
- Assist with the movement and reinstatement of furniture and fixtures as required.
- Supervise and train Apprentices in all duties as above.

## **TEAM WORK**

- Work as part of the maintenance team to provide an effective and efficient service to clients.

## **DEVELOPMENT**

- Participate in staff meetings, supervision meetings, training, team development sessions and other meetings as required, reporting back to the team as appropriate.
- Undertake development activities as necessary and appropriate to the role.

## **DELIVERING EQUALITY**

- Foster the equality, diversity and rights of others by ensuring people are respected and valued as individuals
- Promote the rights and needs of people who use P3 services in the community.
- Work within the framework of P3's equality and diversity policy at all times.

## **OTHER**

- Undertake such other duties and specialisms, as may be required from time to time to maintain or enhance P3's services.
- The employee may on occasions, and in necessary circumstances, be called upon to undertake work in other locations in order to ensure P3's obligations to clients are fulfilled.
- Undertake all duties in accordance with all P3 policies and work towards their continuing development and implementation.

All job descriptions are subject to periodic review.

This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes however if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.

**PERSON SPECIFICATION**  
**Maintenance Operative**

	<b>Essential</b>	<b>Desirable</b>
<p><b>Values</b></p> <p>Must be able to demonstrate the following values;</p> <ul style="list-style-type: none"> <li>• Promotion of equality of opportunity</li> <li>• Recognise and value all aspects of diversity</li> <li>• Honest and reliable</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Experience</b></p> <p>Able to demonstrate:</p> <ul style="list-style-type: none"> <li>• Previous experience of working in a similar role</li> <li>• Good working knowledge of general property maintenance</li> </ul>	<p>✓</p> <p>✓</p>	
<p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• An awareness of the needs of people who use our services</li> <li>• Knowledge of health and safety legislation and requirements</li> </ul>	<p>✓</p>	<p>✓</p>
<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Must have effective communication skills</li> <li>• Flexibility with regards to working unsociable and additional hours as necessary</li> <li>• Flexibility to travel throughout region</li> <li>• Ability to forward plan</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• NVQ/QCF Competencies relating to a Handyman role</li> <li>• A full Driving license</li> </ul>	<p>✓</p>	<p>✓</p>