

## JOB DESCRIPTION

Post Title:	<b>Multi-Skilled Handyperson</b>
Department:	<b>Estates and Facilities</b>
Hours of Work per week:	<b>37.5</b> (work schedule is over 7 days and include bank holidays)
Rate of Pay	<b>Up to £12.00 per hour with benefits (see below)</b>
Postholder Reports to:	<b>Estates and Facilities Manager</b>
<p><b>Purpose of the Job:</b> As a member of the Property Services Department team you will provide a maintenance service to Nightingale Hammerson generally and specifically in relation to the role of multi skilled Handyperson/Plumber.</p>	
<p><b>Equal Opportunities</b> Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.</p> <p><b>Health and Safety</b> All staff are expected to take responsibility for their own health and safety, in so far as they can themselves, and to exercise reasonable care and caution in the execution of their duties.</p> <p><b>Nightingale Hammerson Values</b> We expect all staff to display and uphold our core values which are:</p> <ul style="list-style-type: none"> <li>• Compassion</li> <li>• Respect</li> <li>• Excellence</li> <li>• Dignity</li> <li>• Innovation</li> <li>• Teamwork</li> </ul> <p><b>Benefits you get for working with us:</b></p> <ul style="list-style-type: none"> <li>• Paid for DBS check</li> <li>• Generous annual leave allowance</li> <li>• Free uniforms</li> <li>• Referral bonus</li> <li>• Life assurance of three times your annual salary</li> <li>• Workplace pension scheme.</li> <li>• Free on-site gym (at Nightingale House only)</li> <li>• Training and career development opportunities</li> <li>• Cycle to work schemes</li> <li>• Subsidised staff meals provided in onsite canteen</li> </ul>	

## **Duties and Responsibilities**

1. To undertake reactive and planned maintenance related to the role of multi skilled Handyperson to the standards set out by Nightingale Hammerson.
2. To take personal responsibility for the standard of work generally and within the context of the Health and Safety at Work etc. Act 1974 and internal policies and procedures.
3. Under the direction of the Maintenance Manager and the Maintenance Coordinator, to be responsible for reactive maintenance, PPM maintenance, equipment and ad hoc repairs, and general upkeep of internal and external fabric.
4. To assist with any reactive or planned preventative maintenance which may include plumbing tasks required throughout the care home. I.e.: Changing taps, leaks, changing radiator valves, replacing toilets.
5. To carry out planned and unplanned general maintenance duties related to a large complex with its infrastructure of plant and equipment systems and to complete relevant paperwork in connection with the above works.
6. To respond to maintenance requests from residents, staff and colleagues efficiently, to a high standard and on a timely basis.
7. To work co-operatively with other members of the Property Services Department Team as well as members of other Departments and provide support where required.
8. After the training provide in house, to act in the role of Fire Marshal and attend each and every fire alarm that may occur whilst on duty and carry out the responsibilities of that role.
9. To be available for occasional emergency call outs outside normal business hours in order to respond to maintenance emergencies at evenings at weekends as requested by the line manager.
10. To complete periodic checks of various systems (including water temperatures, alarm systems, torches, generators, door checks, etc.).
11. To attend internal and external training courses as may be required by Nightingale Hammerson and in line with the job description.
12. To undertake any other additional duties within the competence of the post holder, as may be required from time to time.

## PERSON SPECIFICATION

The requirements listed below are considered to be either **essential** to successfully undertake the duties and responsibilities of the post or are considered **desirable**.

<b>Criteria</b>	<b>Essential / Desirable</b>
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### **Qualification**

1. A City & Guilds trade qualifications or NVQ plumbing or other trade	Desirable
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### **Experience**

2. Experience of general reactive and planned maintenance works and repairs.	Essential
3. General plumbing experience (e.g. changing taps and sinks, repairing/replacing pipes, repair radiators, changing TRVs/TMVs, fix blocked toilets, replacing isolation valves, etc)	
4. Experience of multi skilled trades and general handyperson duties (e.g. carpentry, tilling, changing locks, etc).	Essential

### **Knowledge**

5. To have knowledge and skills of working in a similar environment (building maintenance, facilities, etc).	Essential
6. To have knowledge and skills in plumbing, carpentry, tilling, and associated general building trade.	Essential
7. To have knowledge and experience in maintaining plumbing and heating systems and an understanding of electrical installations.	Desirable
8. Basic knowledge of H&S procedures. Further training will be provided.	Essential

### **Skills**

9. To have the ability to prioritise work in a demanding and busy environment.	Essential
10. To have the ability to effectively work in a team.	Essential
11. To have the ability to work with a wide range of people, including older people and their relatives.	Essential
12. To be a good problem solver, and be able to work on your own initiative with minimum supervision.	Essential
13. To be able to communicate and respond staff, residents and other departments.	Essential
14. To bring a positive contribution to the future of the property services department and the charity.	Essential
15. To be able to prioritise effectively and work to deadlines.	Essential

### **Special Conditions**

16. To be available to work outside business hours when necessary to respond to emergency call outs.	Essential
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