

JOB DESCRIPTION

Job Title: **Skilled Labourer**

RESPONSIBLE TO: **Technical Officer**

AUTHORITY: Financial Procedures Policy

PRINCIPAL FUNCTIONS

- Assist in the provision of a Maintenance Service for the Association.
- Assist in providing and controlling all aspects of Association activity to deliver an effective Maintenance Service, including a life cycle Planned Maintenance and Refurbishment programme and Reactive Repairs.
- Assist in providing a quality and cost effective Maintenance Service ensuring compliance with all relevant legislation and best practice.

MAINTENANCE SERVICE

- To carry out reactive and lifecycle repairs as directed by Technical Officer in accordance with all relevant drawings, specifications and preambles prepared for the purpose, legislation and best practice.
- Carry out essential estate maintenance including but not limited to:
 - Snow clearing, gritting, pressure washing, painting and cleaning
 - Changing filters and servicing ventilation & heating systems (keeping records)
 - General concrete, building, fencing and environmental works
 - Site surveys and hazard identification
- To assist tradesmen in completing all relevant maintenance tasks within timescales, budgets and relevant legislation.

PLANNING AND CONTROL OF MAINTENANCE

- Inspect and assess work for reactive repairs as necessary, including, as required, outwith normal working hours. Assist the Technical Officer in achieving the Association's Performance Targets for maintenance.
- Where necessary carry out repairs and maintenance tasks appropriate to the post holder's skills and experience.
- Liaise with Housing Management staff to minimise rent loss through timeous implementation of re-lets improvements and maintenance, including disconnection and reconnection of services and appliances and any other related tasks.

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- Contribute to the development and implementation of strategies to consult and obtain feedback from tenants about all aspects of the Maintenance Service.

QUALITY AND COST EFFECTIVE MAINTENANCE SERVICE

- Ensure the quality of the Maintenance Service by undertaking pre and post job inspections and audits, including completion of appropriate reports.
- Assist the Technical Officer in undertaking stock condition surveys and preparing specifications for planned maintenance, including the input of computer data.

MANAGEMENT

- Establish and maintain effective links with other sections, outside agencies and statutory bodies.
- Provide technical advice and support to Staff, as required.

GENERAL

- Ensure that any Association vehicle provided is regularly maintained and kept in a clean and operable condition.
- Ensure that any Association tools and equipment provided are kept in a clean and operable condition.
- Follow and promote the Association's Equal Opportunities Policy as it relates to the carrying out of all duties attached to the post.
- Implement the Association's Health and Safety at Work Policy as it relates to the carrying out of all duties attached to the post.
- To undertake job-related training as necessary.
- To update job procedure files as required
- Make full use of new technology for all appropriate tasks.
- To comply fully with the Association's Standing Orders and Procedures.
- To liaise closely with other members of staff
- To undertake other appropriate work, within the scope of the Post, as agreed with the Technical Officer.
- Due to the wide spread of properties, extensive travel throughout the Islands will be necessary

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- Normal hours of work are 40 hours per week, Monday to Friday inclusive.

JOB LOCATION

The Post-holder will be located in the Association's offices in Lerwick, or such other Association premises as may be required, but shall be required to travel to undertake the duties required of the post.

This job description will be reviewed at least once annually or otherwise at the request of the Post-holder or the Director.