

Job Title	Maintenance Operative		
Team	Property	Reports to	Maintenance Manager
Department	Operations	Location	Across West Sussex
Direct Reportees	N	Flexibility for home working	N
Budget responsibilities	N		

Key Responsibilities

- To carry out reactive and planned hands-on maintenance on Turning Tides’ residential and project buildings.
- Work with Maintenance Manager and Property Manager to prioritise repair/refurbishment tasks.
- Help identify and deliver longer-term preventative maintenance solutions.
- Carry out maintenance work individually and alongside other maintenance staff, with contractors being organised by the Maintenance Manager and Property Manager when jobs go beyond the limits of our maintenance team’s ability/capacity.
- Manage own workload and schedule alongside the Maintenance Manager.
- Record works carried out in detail and submit timesheets to Turning Tides Finance team on a monthly basis, along with any expenses.
- To ensure that all works are undertaken in a safe manner in accordance with good practice, current legislation and Turning Tides policies.
- Requesting necessary materials and equipment as required ensuring effective completion of the works, and minimising waste and surplus materials wherever possible.
- Ensuring all works are carried out with the safety and wellbeing of clients and staff as a priority.
- To communicate effectively with staff members involved in your day-to-day activities.

General

- Abide by all Turning Tides’ policies and procedures and regulatory requirements at all times.
- Promote a proactive approach to equality and diversity
- To consider co-production when working on all new initiatives or changes as and when they arise.
- To be able to support the service as required, in terms of flexibility of working hours in line shift patterns*
- Undertake any other reasonable duties required by the management team.
- Always maintain the ethos and values of Turning Tides.

Specification

Candidates will be invited to interview based on the following criteria.

Knowledge and Experience

Criteria
Knowledge of wide variety of property maintenance issues and repair methods.
Knowledge of current Health and Safety regulations including Building Regulations, Fire, Asbestos and Legionella in HMO properties.
Demonstrable experience of general building work and maintenance repairs but also skills in decorating, ground works, gardening, and waste management.

Skills and abilities

Criteria
Able to repair and improve residential properties using various building skills.
Good communication and organisational skills
IT Literate (Email / Calendar / Basic Microsoft Excel) and ability to use property maintenance software via phone/tablet
Able to liaise with service managers and clients on-site to ensure access and minimal disruption to services.
The ability to forge effective working relationships within a team.
Ability to prioritise a complex set of demands in an operationally effective way.
Ability to communicate with a wide range of people using excellent active listening skills to form healthy and constructive relationships.
Commitment to personal growth and extending own professional competence and knowledge.
Ability to drive and a willingness to travel extensively within, and sometimes outside, the local area. Possession of a full, clean current driving licence is essential.

Specific Job Requirements

Criteria
NVQ or equivalent level health and safety training/qualifications, related to the construction industry would be desirable.
Due to the nature of the role, a clean, full driving licence is essential.