

General Trade

Level:	CGBT/SCGBT
Team:	Property Investment
Line Manager:	Site Manager or Team Leader
Responsible for:	There may be a requirement to mentor apprentices or trainees

About the Job

- You will be required to complete responsive and / or planned property maintenance safely within corporate performance targets in relation to your trade as directed by your line manager, or management

You'll be trusted to

- Undertake all work in line with health and safety policies, risk assessments, method statements and safe working practices
- Operate as a lone worker who can manage, control and be responsible for a stock of materials held within a van supplied by Vico Homes
- Be able to work on own with limited supervision but also partner with tradespeople, Handypersons and General Labourers as required, to carry out repairs, maintenance, and associated construction tasks safely and in line with corporate performance targets
- Complete tasks associated to your trade using your knowledge, skills and experience to ensure all works adhere to industry standards, specification and manufacturer's instructions
- Multi-skill beyond your trade where possible and carry out any other appropriate task as instructed by management to ensure the delivery of a safe and value for money service
- Ensure good housekeeping, cleanliness and tidiness of your work area
- Use handheld (daily) and desktop (occasionally) ICT systems to record accurate information associate to the tasks undertaken e.g., job records, material / equipment orders and time sheets
- Liaise with tenants, tradespeople, sub-contractors, suppliers, and management concerning the timing and progress of work to be undertaken
- Undertake the role of an apprentice mentor and act as a role model for other tradespeople

Who you'll work with:

Internal: Managers, Team Leaders, tradespeople

External: Tenants, owner occupiers, members of the public, sub-contractors, suppliers

The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 2 of the Regulated Qualifications Framework associated to the appropriate trade	✓		AF / CQ
Valid CSCS Card or hold the appropriate qualification* to be able to obtain the relevant trade card associated to the role which may involve an assessment taking place within the first 3-months of employment with Vico Homes	✓		AF / CQ
Willing to complete the training and qualifications identified for the role	✓		AF / I
Current valid UK driving licence with the ability to travel throughout the Vico Homes operating area	✓		AF / CQ
Can demonstrate Health and Safety awareness and work safely	✓		AF / I
Experience of completing construction or property maintenance tasks using plant, hand tools and power tools associated to their trade	✓		AF / I
Experience of working to performance targets, including but not limited to productivity, quality and cost of work	✓		AF / I
Understanding of dependencies, programming and timescales regarding property maintenance and construction work	✓		AF / I
Able to heavy lift and carry heavy materials and equipment	✓		AF / I
Able to work at heights (using ladders or scaffold as required)	✓		AF / I
Complete works to the required standards, specification and manufacturer's instructions	✓		AF / I
Understanding the requirements of specifications and drawings	✓		AF / I
Excellent communications skills to be able to communicate with colleagues, customers and third parties.	✓		AF / I
Takes ownership of their tasks and duties and delivers these to a high standard	✓		AF / I
Makes cost conscious decisions and delivers an effective and efficient value for money service	✓		AF / I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Ability to work with minimum supervision, be self-motivated and a good problem solver	✓		AF / I
Ability to work as part of a team and on own initiative	✓		AF / I
The ability to multi-skill in your own and other trade areas to ensure a first-time fix, or to prevent other trades having to complete work	✓		AF / I
Excellent time keeping skills	✓		AF / I
Experience of working in occupied and empty properties	✓		AF / I
Able to work flexibly in terms of hours and tasks to fulfil business and customer needs	✓		AF / I
Able to demonstrate a customer focussed attitude	✓		AF / I
Adaptable to learn new skills	✓		AF / I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ- Certificate of Qualification

*To apply for a skilled CSCS card, an applicant must hold a nationally recognised construction related qualification.

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:

