

Handy Person

Level:	HAND
Team:	Property Services/Investment
Line Manager:	Site Manager or Team Leader

About the Job

- Complete basic repairs, maintenance, and associated construction tasks safely within performance targets.
- Complete these works as directed by your line manager, or management.

You'll be trusted to

Depending on the work stream you are allocated to, you will

- 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.
- Complete basic joinery tasks, including but not limited to. installation of pipe boxing, soffits and fascia's, handrails, architrave and skirting, upvc window handles, replace bath panels, adjust or re-hang doors etc.
- Complete basic plumbing tasks, including but not limited to. unblocking sinks, fix leaking taps, resolve overflow issues etc.
- Complete basic plastering tasks, including but not limited to. fixing plasterboard, patching, filling, surface preparation etc.
- Complete basic floor and wall tiling tasks as well as decoration works.
- Be able to install battery operated detectors e.g., smoke alarms, carbon monoxide.
- Partner with tradespeople, as required, to carry out repairs, maintenance, and associated construction tasks safely and in line with corporate performance targets.
- Ensure good housekeeping, cleanliness and tidiness of the work area.
- Use handheld (regularly) and desktop (occasionally) ICT systems to record accurate information associate to the tasks undertaken e.g., job records, material / equipment orders and time sheets.
- Undertake all work in line with health and safety policies, risk assessments, method statements and safe working practices.
- Liaise with tenants, tradespeople, sub-contractors, suppliers, and management concerning the timing and progress of work to be undertaken.

- Carry out any other appropriate task as instructed by management to ensure the delivery of a safe and value for money service.

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	Desirable	Method of Assessment
Current, valid UK driving licence with the ability to travel throughout the Vico Homes operating area.	✓		AF / CQ
Willing to complete the training and qualifications identified for the role.	✓		AF / I
Excellent communication skills.	✓		AF / I
Excellent time keeping skills.	✓		AF / I
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
Can demonstrate Health and Safety awareness and work safely.	✓		AF / I
Able to communicate with colleagues, customers and third parties in a polite and pleasant manner.	✓		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
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
Valid CSCS Card		✓	AF / CQ
Appreciation of dependencies, programming and timescales regarding property maintenance and construction work.		✓	AF / I
Takes ownership of their tasks and duties and delivers these to a high standard.		✓	AF / I
Able to liaise with colleagues and tradespeople to schedule follow on works as required.		✓	AF / I
Experience of completing basic construction or property maintenance tasks using hand tools and power tools.		✓	AF / I
Experience of working in occupied and empty properties.		✓	AF / I

Key

AF - Application Form

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

CQ - Certificate of 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:

