

## Job Description

<b>Job Title:</b>	Painter & Decorator
<b>Responsible to:</b>	Health & Safety Officers
<b>Location:</b>	South Wales & Surrounding Areas
<b>Contract:</b>	Permeant, Full Time
<b>Hours:</b>	37 Hours a week

---

## Llamau

At Llamau we believe that no young person or vulnerable woman should ever have to experience homelessness. Our mission is to eradicate homelessness for young people and vulnerable women. However, for thousands of the most vulnerable people in Wales, homelessness is a frightening reality.

Many people think the job of a homelessness charity will be to provide accommodation - a safe place to stay. But it is very clear to us that for most people who are facing homelessness, their problems are far more complex than a lack of permanent shelter. That's why we treat everyone who needs our support as an individual. We recognise their unique strengths and needs and make sure that they are supported to rebuild their futures.

## Purpose of the role

Here at Llamau we are change makers. We are on an unapologetic mission to end homelessness and domestic abuse in Wales. We Respect the gift of individuality in our colleagues and the people we support. We Listen and We Learn at every opportunity. If someone needs help, We Encourage and We Don't Give Up. You will not just be a colleague, you'll be a stakeholder. Working here is more than a job. We are family. We are Llamau.

To provide a comprehensive and professional maintenance service to Llamau Project Houses and offices throughout the South Wales area (including any other area Llamau may extend to).

## Qualifications

- City & Guilds Level 4 in Painting and Decorating or equivalent experience.
- Relevant QTLS training in Painting and Decorating (desirable)
- PASMA/at Height training or willingness to work towards

## **Main Duties**

Carry out tasks to include but not limited to; internal and external painting and decorating requirements, to carry out plastering to walls to make good ready for decoration. Minor repairs to surfaces and structures prior to decorating/painting. Removing paint with appropriate equipment. To prepare the area ready for decoration including the moving of heavy equipment, i.e. fridges, filing cabinets, tables, etc.

Keep appropriate records/logs of painting and/or maintenance items carried out on Project and submitting these to the Health & Safety Officer on a weekly basis

Attend Houses and offices in accordance with the policies and procedures of Llamau and the partner housing associations.

Completion of Risk Assessments prior to any painting and/or maintenance activity.

To liaise with the project office in an effort to coordinate access to the property.

To liaise with the Health & Safety Officer in the purchase of all items needed to complete works and to keep appropriate records and receipts of all items purchased in line with Llamau's policies and procedures.

Keep an inventory of materials and tools that can be viewed at any time and liaise with the Health & Safety Officer for authorisation on the purchase of new equipment and update inventory accordingly.

Liaise with the Health & Safety Officer on the purchase of any personal protective equipment required for the job.

Monitor decorating material stock and procure new stock as required.

To forward Purchase Orders and receipts to the Finance department on a weekly basis.

To assist with the management of health and safety, ensuring that Llamau complies with health and safety legislation and regulations.

To assist the Maintenance Officers or carry out individually repairs to include: repairing/installing locks, hanging doors, fitting laminate flooring, plasterwork repairs, replacing damaged floor tiles, replacing damaged ceiling tiles, fit new plasterboard and plaster, coving and artexing.

Undertake routine maintenance repairs and Health & Safety checks in line with Llamau's policies and procedures.

Identify when a repair is a small maintenance issue and when it is damage to the fabric of the building, requiring landlord notification of the need for an external contractor.

Work in accordance with Health and Safety guidelines and requirements.

Undertake Role Specific Health and Safety Training including but not limited to Asbestos, COSHH, Manual Handling, Fire Safety, working at height

Review all company Asbestos reports prior to works and report any instances of Asbestos disturbance directly to the Health & Safety Officer.

Provision of own tools that allow you to carry out all aspects of the role and use within safety guidelines as necessary for the completion of works.

Liaise with the Health & Safety Officer to create a planned painting programme for all Llamau properties.

Maintenance of all tools and equipment.

## Person Specification

ESSENTIAL	
<b>Education</b>	Painting and Decorating qualification e.g. City & Guilds Level 4 or QTLS or other equivalent qualifications/experience.
<b>Experience</b>	Previous experience of Painting and Decorating jobs for clients or companies. Worked in a team environment.
<b>Skills / Knowledge</b>	Attention to detail and efficiency. Versatile with maintenance skills. Planning and organisational skills with the ability to manage workloads and meet deadlines. Knowledge of role specific Health and Safety duties and precautions. Effective communicator with the ability to build and maintain positive relationships. Ability to follow recognised policies and procedures
DESIRABLE	
<b>Desirable</b>	Welsh Speaking