

JOB DESCRIPTION

JOB TITLE	Maintenance Operative (Plasterer) - HMT
Salary grade	4A – £30,689 - £33,135
Location	HMT Depot, 35 Ecclesfield Ind estate, S35 9YR.
Hours	37 hours/week flexitime entitlement within service demands
Department	Home Maintenance Team (HMT)
Responsible to	Home Maintenance Team Manager
Cover for	Other Home Maintenance Operatives
Liaising with	All other Departments, staff, tenants and suppliers

1. OVERALL AIM OF THE JOB

- 1.1 To carry out maintenance related works to a high standard within your core trade area (Plastering) to both general and special needs properties, owned or managed by the Association within its areas of operation including Sheffield, Chesterfield, Bolsover, Northeast Derbyshire, Rotherham, Barnsley, Dinnington, Maltby and Doncaster.
- 1.2 To communicate effectively with tenants and staff to ensure that work is carried out in line with the Association's existing policies and procedures.

2. MAIN TASKS

- 2.1 Diagnose repair requirements from brief job descriptions using Schedule of works codes and up-dating/grading as required.

- 2.2 Obtain materials plant and equipment required to carry out work from Home Maintenance Team stores or local merchants and be accountable for all items of material and plant used to carry out work.
- 2.3 Complete all necessary related paperwork arising and in line with HMT policies and procedures. This will include:
 - timesheets
 - job tickets
 - delivery notes
 - standard forms and the like
- 2.4 To carry out all work in a clean, tidy and safe manner observing all health and safety procedures and policies and to be responsible for health and safety in the workplace as defined by the Association's Health & Safety policy.
- 2.5 To access work in an effective and efficient manner by forward planning of routes.
- 2.6 To drive company vehicles (up to transit van size) in a proper manner and to ensure that the vehicle being driven is kept clean and tidy and in road worthy condition carrying out regular inspections in line with HMT policies.
- 2.7 To carry and maintain a full set of trade tools relevant to your trade area.
- 2.8 To carry out maintenance repairs to a high standard of workmanship and to develop flexibility in carrying out work in non-core trade areas. All in accordance with set timescales and deadlines.

Following is a brief summary of typical plastering work, which you may need to carry out in the course of your duties. This list is only indicative of the types of work and may vary depending on the overall workloads.

- a) Full wall/ceiling replastering
- b) Drylining
- c) Patch plastering.
- d) Specialist DPC rendering
- e) External rendering.
- f) Floor screeding.
- g) Wall Tiling.
- h) Concreting

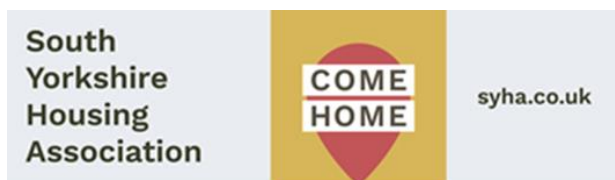
Non-Core Trade areas include:

- a) Replacing/repairing finishes i.e. vinyl tiling etc.
- b) Clearing out properties/rubbish removal.

- c) Working with and assisting other team members.
- d) Small decoration works i.e. painting
- e) Boarding windows and doors.
- f) Replacing WC seats/minor plumbing works.
- g) Fencing and gate repairs

3. MISCELLANEOUS

- 3.1 Contribute to the formulation of the Association's policies and procedures relating to the delivery of the repair and maintenance service.
- 3.2 Contribute to the development of future strategy, work plans and key targets and new business proposals for the HMT repairs and maintenance service.
- 3.3 Promote the Association's Equal opportunities and Diversity policies and practices in all aspects of service delivery.
- 3.4 Carry out any other related duties as requested by the HMT Manager.
- 3.5 You will be required to participate in the Association's Emergency On Call Service on a rota basis (additional payments will apply).
- 3.6 To provide cover for all Home Maintenance Operatives as workload requires and be flexible in both non-core trade areas of work and hours of working (some overtime may be available).
- 3.7 To be responsible for the proper care of company assets (vehicles, equipment etc.) under your charge.
- 3.8 To attend training as identified.



CONDITIONS OF SERVICE

JOB TITLE	Maintenance Operative (Plasterer) - HMT
Salary grade	4A - £30,689 - £33,135
Hours	37 hours per week
Leave	27 days annual leave, plus 8 statutory Bank Holidays and 4 additional days at Christmas, Easter, Spring and August Bank Holiday. The leave year runs from 1 April to 31 March.
Pension	You are eligible for membership of the Association’s contributory pension scheme which is the Social Housing Pension Scheme (SHPS) subject to the trust deed and rules of SHPS. For more details please contact the HR Department.
Unions	SYHA recognises Unite and UNISON, with whom the Association has entered into an agreement where union members have negotiating rights in relation to conditions of service.
Car Allowance	None
Car Parking	N/A
Job Share	This post is open to job share.
Location	HMT Depot, St Elizabeth’s Close, Heeley, Sheffield.
No smoking	SYHA operates a no smoking policy within all our offices and vehicles.

JOB TITLE Maintenance Operative (Plasterer) - HMT

Criteria	Essential
Impact on others	<p>1 Ability to communicate well with a wide range of people both verbally and in writing</p> <p>2 Ability to work within and be a team player</p> <p>3 Be physically capable of carrying out all parts of the job.</p>
Motivation	<p>4 Ability to prioritise own workload, set timetables and meet deadlines and be willing to work effectively with minimum of supervision.</p> <p>5 Ability to respond positively, and to adapt to, new and changing methods of working.</p>
Values	<p>6 A commitment to provide good quality social housing and meet all customer/clients needs.</p> <p>7 Demonstrate commitment to the values of SYHA, especially the equal opportunities and Diversity policies.</p>
Professional know-how and qualifications	<p>8 Demonstrable experience and an ability to carry out mainly plastering and general building maintenance repairs.</p> <p>9 Ability to provide advice and guidance to clients/customers on maintenance and repairing issues.</p>
Problem Solving	<p>10 Ability to solve problems and to make recommendations for repair and maintenance issues.</p>
Work-related circumstances	<p>11 Ability to use IT software such as Microsoft Word and Excel, or commitment to undertake training in this area.</p> <p>12 Applicants must have valid driving licence</p>