

Job Description

Job Title:	Multi Trader
Division:	Repairs and Maintenance
Reports to:	(Senior) Supervisor, Contract Manager, Divisional Manager
Direct Reports:	Supervisor
Main Interfaces:	Residents, Clients, Axis Employees

Overall Purpose

To provide reactive day to day repair in residents' properties, aiming to achieve a first time fix where possible or managing the resident expectations and ensuring a follow on service is provided.

Key Tasks / Activities / Responsibilities

- To receive instructions from the supervisor and carry out repairs to occupied and unoccupied dwellings (Main trade and associated works)
- To achieve and demonstrate a high level of customer care
- To report to and liaise with the Supervisor to ensure efficient service delivery
- To act responsibly and be diligent in carrying out those duties
- To comply with Health and Safety legislation
- To wear personal protective equipment which is supplied and be responsible for yourself and others
- To comply with the codes, policies and procedures of the employer
- To carry out and promote the employers policy regarding Equal Opportunities
- To complete time sheets and work sheets and reports as required
- To undertake such duties, which are commensurate with the post from, time to time to the direction of the Management
- Must be able to submit presentable and accurate paperwork including PDA data base information as per requirements of the contract to establish works carried out and coding costing information to be obtained
- Working as an integral team member as well as a mentor and coach to apprentices and colleagues
- Ensuring that all Health and Safety standards are met
- Ensuring a first time fix on as many occasions as possible
- Accepting jobs in any area required within the contract by your line manager, Contract Manager and Divisional Manager
- Excellent time keeping
- Assisting with Health and Safety inspections
- Carrying out the necessary Health and Safety risk assessments when on site
- Adhering in all aspects of work according to the regulatory standards
- Supports the identification of ways to reduce cost
- Work in any location throughout the town/city and work may vary from location to location, if required
- Must be prepared to comply with all company policies and procedures
- Must be prepared to work at heights using ladders, scaffolding and work in confined spaces and in a variety of work conditions that may prevail at that time
- Must be prepared to undertake any additional training associated with the specific requirements of the trade, as well as training in Diversity and Inclusion
- Must possess a full, well-maintained tool kit at all times
- Follow and support policies, procedures, initiatives and work instructions related to sustainability improvement and environmental compliance

Person Specification

Key Knowledge

- Various Trades
- Health and Safety training such as, SMSTS, SSSTS, Working from Heights, Manual Handling, Asbestos Awareness

Key Skills

- Good presentation skills
- Excellent communication skills
- Work on your own
- Must be able to drive and have a good knowledge of the local area
- Ability to effectively manage time, and a positive attitude
- Good time keeping and attendance
- Ability to work under pressure
- Attention to detail
- Fault find
- Work testing
- Decision making
- Problem solving

Key Experience

- Repairs and Maintenance
- Plumbing
- Carpentry
- Bricklaying
- Plastering
- Painting

Other Key Information

- Flexible approach to working
- Full clean driving license
- Clean DBS
- You must own an Android or IOS mobile phone which you will use as part of your job (BYOD)
- All staff has a personal responsibility and accountability to Axis to ensure that their day to day activities adhere to the Sustainability Policy Statement and Plan and minimise the impact upon the environment.
- It is the responsibility of all staff to ensure that their day to day activities embrace sustainability and reduce the impact upon the environment by minimise waste and maximise recycling; saving energy; minimise water usage and report any electrical faults, water leakage or other environmental concerns to the facilities or line manager.

I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: