

**Role Profile: Decorator Multi / Floor-layer**

**Department: Fareham Borough Council**

**Location: Fareham**

**Hours: 40 hours**

**Salary:**  **£34,600 per annum**

**Benefits:** **23 Days Holiday, Pension and Life Assurance**

**Who you report to: Supervisors**

**SUMMARY OF ROLE**

Mountjoy Ltd is contracted to Fareham Borough Council to provide a maintenance and repair service to void properties and ad-hoc improvements to occupied properties plus day-to-day responsive repairs arising throughout normal working hours and occasionally out of hours.

We are seeking a conscientious and enthusiastic Decorator multi / Floor laying operative with a can-do attitude and flexible approach. Trades persons must have relevant qualifications and broad domestic experience in their core trades with additional experience and capability to complete tasks outside their core competency. The operative must maintain a professional appearance and attitude and be always polite and courteous. It is a further requirement that all operatives must pass a DBS check.

**The key activities you will undertake in this role will be:**

A wide variety of Painting and Decorating repairs in occupied homes, buildings and empty properties. The work will include all types of preparation, emulsion, gloss painting, wallpaper hanging, spray painting and Artex repairs. To lay vinyl flooring, both flat and cap and cove, as well as vinyl and carpet tiles. Also, will be required to carry out non-licenced asbestos removal (where full training will be given).

**KEY RESPONSIBILITIES**

* Diagnose and rectify faults within core and other trades related repair requests.
* To ensure that the quality of work always meets the highest possible standards.
* Support all trades to deliver a professional and safe maintenance and repairs service.
* Respond swiftly to all emergency situations and resolve them efficiently.
* Keep the customer up to date with progress and plans.
* Undertake all work efficiently and cost effectively, minimising non-productive time wherever possible and reporting any difficulties encountered to the Resource Controller and/or Supervisor.
* Apply applicable Health & Safety rules in all you do, using risk assessments, method statements and PPE when needed.
* Maintain tools, plant and equipment in a safe, clean and workable condition and ensure you have the right tool for the trade you perform.
* Maintain accurate records of works undertaken with photographic evidence as necessary.
* Ask your Supervisor/Contract Manager for assistance when required.
* Be willing to work out of hours to the requirements of the client.
* To work within the Mountjoy group and assist other contracts as directed by the Contract Manager as and when the business dictates.
* Always maintain your company vehicle in a clean and tidy condition and report any defects to your Supervisor in a timely manner.
* Be an inclusive part of the team.

**SKILLS REQUIRED**

* Able to use the phone or PDA to communicate effectively, explaining yourself clearly and concisely understanding what information you need or need to provide.
* Be comfortable in dealing with residents, and representatives of Fareham BC. Remain professional even when issues are contentious, especially when explaining that the right repair isn’t necessarily the repair they want.
* Have an organised approach to meet the demands of Mountjoy and FBC in an effective and timely manner. To know when it is right to pull on resource and when you can act on your own.
* Be a team player ensuring lessons learnt, and good practices are shared amongst the team for future benefit of the service.
* Be proactive in identifying your development needs and doing something to overcome them.
* Have good housekeeping when in properties and ensure all surfaces are covered when working and clean work area and equipment at the end of each day
* Be able to understand Mountjoy’s processes and actively engage in our culture.
* Be able to use knowledge and judgement to make the right decisions and find effective solutions to problems.
* Have a practical approach to health and safety, ensuring that you and others are always safe.
* Be able to self-manage and be self-motivated, prioritising and programming work in the most efficient manner.
* Be able to use knowledge and judgement to make the right decisions and find effective solutions to problems.

**KNOWLEDGE REQUIRED**

* Have knowledge of residential Building Regulations.
* Plastering experience would be advantageous.
* Be able to silicon to a good standard.

**QUALIFICATIONS REQUIRED**

* NVQ level 2 in Painting and Decorating or equivalent.
* Qualified in floor-laying
* Full current driving license.
* A DBS check is required before commencement of the role.

**EXPERIENCE**

* Over 3 years’ trade experience, ideally in the residential repairs sector.