

Role Profile: Part Time Handyman

Department:	Portsmouth City Council
Location:	Portsmouth International Ports
Hours:	24 Hours per week
Salary:	£12.00ph
Benefits:	23 Days Holiday, Pension and Life Assurance
Who you report to:	Supervisor

SUMMARY OF ROLE

Mountjoy Ltd is contracted to Portsmouth City Council to provide planned, minor, and corrective maintenance works to all sites under the supervision of the Port Managers Department to include Portsmouth Cruise and Ferry Port and Camber Quay.

To succeed in this role, you will need to have a conscientious, enthusiastic, and professional approach with a can-do attitude. The Company expects high standards of workmanship, health & Safety, and Environmental awareness.

You will need to use your skills, knowledge, experience, and training to ensure that general maintenance tasks are undertaken proficiently and to high standards.

Key activities you will undertake in this role as a Handyman will be:

A wide variety of general DIY type repairs, that also includes the regular watering of plants and flowers. You will also be assisting a groundworker, decorator and site supervisor, in varied locations of the Port site, and Camber Docks that will include working at heights.

RESPONSIBILITIES

- Undertake a variety of DIY type repairs, and general maintenance duties.
- Accountable for the quality of your workmanship, and methods used to undertake tasks safely, while considering others around you.
- Dispose of waste safely, ensuring you are environmentally conscious.
- Work independently or as part of a team to meet task deadlines.
- Always remain polite & professional.
- Have a practical approach to health and safety, ensuring that you and others are safe while undertaking tasks.
- When carrying out tasks use risk assessment ensuring all risks are identified, then use the right method to carry out the work in consideration of these risks wearing the appropriate PPE.
- Embrace the Mountjoy ethos of “Integrity, built-in - doing the right thing even when no one is looking”.

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;
- Professional with good interpersonal skills.
- Understand the need to complete outstanding pieces of work and deal with work, completely and in one go.
- Have an organised approach to meet the demands of Mountjoy and PCC 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 able to diagnose the right repair.
- 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 a practical approach to health and safety, ensuring that you and others are safe at all times.
- A problem solver and be able to work out what is a proportionate and necessary repair, learning from your previous experiences.
- Be able to self-manage and be self-motivated, prioritizing 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

- Be able to demonstrate you are competent to undertake DIY type tasks and have the basic hand tools to do the work.
- Have knowledge of the materials and methods used in the building and maintenance industry.

QUALIFICATION REQUIRED

- NVQ level 2-3 trade qualification.
- Full Driving License.

EXPERIENCE

- 2 – 5 yrs. experience of working in the building and construction industry or similar environment where DIY skills would be used.