



Job Description – General Builder

Work base: Underground House, Trevissome Park, Blackwater, Truro

Responsible to: Maintenance Manager

Main Purpose of Job

To deliver general building works, repairs and renovations to Spectrum's portfolio of residential care homes and other buildings ensuring all work is carried out to the highest standard.

Functional Links

All service users, team members, external professionals, Registered Managers, Senior Management Team, Chief Executive Officer.

Key Aims

Spectrum's goal is to provide quality of life and the opportunity to develop for service users in its care. The organisation works to a value-base of respect for the dignity and uniqueness of each individual – service user, team member, stakeholders and the wider community.

Note: The job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment in consultation with the post holder.

- ▶ To carry out all aspects of General Building work (as defined by your primary trade) including general repairs, plastering, maintenance and refurbishment.
- ▶ Develop effective working relationships with colleagues, partners and key stakeholders to support the delivery of a focused service
- ▶ To carry out all duties in accordance with safety regulations and Health and Safety procedures
- ▶ To be aware of legislation, Spectrum policies and procedures, codes of practice and good working practices relevant to all work activities and seek advice guidance and support where necessary in relation to these matters
- ▶ Ensure you operate in compliance with all Risk Assessments, Method Statements and COSHH Data sheets relating to the work.
- ▶ Complete all necessary associated work documentation
- ▶ Maintain, materials and equipment guarding against loss or theft and making them ready for use when required.



- ▶ To demonstrate personal and professional behaviours that meet with Spectrum Core Values
- ▶ Maintain a high standard of work, attention to detail and work tidily.
- ▶ Ensure that workplaces are maintained in a clean and tidy manner
- ▶ Be prepared and available to attend out of hours emergencies.
- ▶ Any other duties as directed by the Maintenance Manager

Specific Job Requirements

JOB REQUIREMENTS	DESCRIPTION
Skills	<ul style="list-style-type: none"> • Previous experience of working in a repairs and maintenance service, preferably relating to a domestic property portfolio. • Technical knowledge of servicing, maintenance and repair work • Knowledge and understanding of modern working practices. • Experience of operating as part a multi-skilled team of operatives. • Must be prepared to work at heights and work in confined spaces as required. • Demonstrates a knowledge of H&S legislation as it relates to the repairs and maintenance
Specific Knowledge Qualifications	<ul style="list-style-type: none"> • Commitment to equal opportunities • Self-motivation • Team work • Flexibility/adaptability • Ability to work to deadlines • Confidentiality Essential
Additional skills, knowledge and qualifications which would add to job performance.	<ul style="list-style-type: none"> • IOSH/NEBOSH qualified Desirable

KEY BEHAVIOURS

Team Work and Communication

- ▶ To co-operate with all Spectrum team members in maintaining and developing good relationships with outside agencies and the general public in order to uphold Spectrum's image.
- ▶ To ensure that personal conduct at all times does not conflict with professional expectations of Spectrum.
- ▶ To actively support and promote Spectrum and all its policies including Equal Opportunities
- ▶ Attend staff meetings and training as required and to participate in regular Management, Support and Development sessions with your Line Manager.
- ▶ Ensure an awareness and observation of Fire and Health & Safety regulations.

Service Development

- ▶ To achieve continuous improvements in the delivery of service in both quality and efficiency of processes. To identify and share good practice across the team/organisation.
- ▶ To promote a positive image of autistic spectrum disorders and the services provided by Spectrum.

Autonomy & Initiative

- ▶ To demonstrate the capacity to self-manage your time and to prioritise actions to achieve goals in a timely manner.

Value Base

- ▶ To act at all times in a way which models a valuing style of management, respecting individual dignity and difference.
- ▶ To actively identify and work on your Continuing Professional Development including maintaining an up to date awareness of sector developments and changes in the regulatory framework.
- ▶ To maintain confidentiality for all areas of Spectrum, its service users, team members and its work, with particular regard to the requirements of the Data Protection Act. The nature of the work within the Service entrusts people with confidential information about people with autism, their families/carers and team members. This includes the company's financial status and business plans that are not in the public domain and any other information that you could reasonably be expected to understand is confidential.
- ▶ To actively and positively contribute to the job-planning process and to follow up agreed actions.



- ▶ To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this.
- ▶ To work at all times demonstrating respect for the dignity of service users, their families and colleagues in accordance with Spectrum's Value Base Policy.
- ▶ To undertake such other duties as may be required within the general scope of the job.