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**Job Title:** Property Maintenance Operative

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**Reporting to:** Properties Manager & Clerk of Works

**Location:** Based at The Elms, St Mary however working locations will vary

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**Role Summary:**

The Properties Team comprises the Properties Manager, Clerk of Works, Joiner, Painter, and the Property Maintenance Operative. This role will assist with the repair and maintenance of the Trust's 36 properties (residential, site hires and visitor sites). The job involves carrying out general building repairs, maintenance, painting and gardening duties.

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**Key Result Areas:**

**General Responsibilities**

- Assisting with general building repairs including; first fix carpentry, plumbing, roof repairs, preparing woodwork and painting jobs.
- Carrying out site garden maintenance including grass cutting, strimming, hedge trimming, shrub pruning, planting, weeding, clearance of leaves and removal of Green Waste.
- Monitoring the condition of the properties and the sites according to an agreed schedule of inspections and reporting any deficiencies and repairs to the Properties Manager and/or Clerk of Works.
- Landscaping maintenance such as filling potholes, laying gravel, erecting fencing.
- Clearing gutters, surface water drains and gullies.
- Carrying out general portage duties such as collecting building supplies, key cutting, dump runs, moving furniture/ equipment.
- Assisting with the setting up/ removal of props and furniture for the Trust's functions and events.

- Undertaking such other duties as may reasonably be required by the Trust from time to time

### **Administration**

- Making contact with materials suppliers and ordering materials and supplies as necessary, ensuring that these are identified clearly so that the costs of the materials can be allocated to the relevant properties. Taking delivery of, signing for materials and other goods, conveying them to the relevant sites if necessary and ensuring that the collection slips are passed to the Clerk of Works.
- Arranging access with tenants and house managers to schedule works.
- Signing out and being responsible for keys when visiting sites.
- Keeping written records of the site checks and inspections.

### **Personal Development**

- Participating in the Trust's performance and development review process, taking personal responsibility for identification of skills development, and training opportunities in discussion with the Properties Manager and attending such courses related to the job as may be required by the Trust.

### **Health and Safety**

- Complying with health and safety legislation and adhering to safe working practices, such as the use of appropriate PPE and reading company Risk Assessments.
- Ensuring that the materials and tools for the jobs undertaken are in a safe and working condition, reporting any repairs as necessary and using these in a safe and responsible way, following and complying with instructions on equipment and/or materials usage

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### **Knowledge, Skills, Experience and Qualifications**

Understanding of health & safety and environmental health matters

Good verbal and written communication skills

Highly organised with ability to act on own initiative and work in a small team

Flexibility

Understanding and appreciation of the principles of historic building work

Good IT skills or the motivation to acquire these skills as required

Clean driving licence

A high level of pride and an ability to deliver excellent standards

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**Package and remuneration**

- Competitive salary
- Some occasional weekend or after-hours work will be required as necessary
- 25 days paid holiday, increasing with length of service
- Eligibility to join non-contributory pension scheme equivalent to 5% of salary upon completion of probation