

Job Description and Person Specification

Role: Handyman



Job Description

Job Title	Handyperson
Grade	3
Service	
Reports to	Business Manager
Location	Plas Dol-y-Moch Outdoor Education Centre, North Wales
Job Evaluation Code	L3235D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

Under the day-to-day direction of the Business Manager be responsible for all activities associated with handyperson duties.

Main Duties & Key Accountabilities

Core Knowledge

Undertake minor repairs and maintenance including, carpentry, painting, basic electrical repairs, general repairs and maintenance.

Familiarisation with the Centres electrical, mechanical and plumbing systems.

Undertake general cleaning duties including gullies, paths and windows.

Ensure the whole site is kept free of litter and rubbish, including fallen leaves and daily emptying of litter bins.

Responsible for heating and lighting of premises including simple plant maintenance.

General gardening duties e.g grass cutting, weeding and ground management. Use of chainsaw – training will be provided.

Checking of vehicles – fuelling, cleaning as required, general checks on engine. Reporting any defects to line manager.

Carry out routine checks to identify faults and to ensure all resources are located and where they should be.

Portering, including transfer of laundry, provisions, waste and canoes.

Assisting teaching staff in the storage maintenance of equipment including waterproofs, boots, canoe, climbing and camping equipment.

Undertake driving duties as required, including collection and delivery of goods and materials, transportation of staff and pupils with loaded trailer (not HGV). Maintaining driving logs and occasional journeys to Coventry.

Carry out procedures in the event of an emergency and provide assistance in dealing with general enquiries relating to the use of the site.

Undertake all necessary training required by the Council.

Responsible for general security of premises and grounds including acting as key holder, hazardous chemicals and materials.

To be on a rota for on-call requirements, including evening and weekends, supporting those in residence at the Centre with emergency issues relating to the property.

To undertake training as necessary to perform the duties of the post.

Any other duties and responsibilities within the range of salary grade.

Key relationships

External	Internal
External contractors / suppliers All users	All CCC employees

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge <ul style="list-style-type: none">• Awareness of highway regulations• Knowledge of Health and Safety in the workplace• Basic understanding of building and maintenance work• Basic knowledge of safe working with chainsaw	
Experience <ul style="list-style-type: none">• Background of working in a similar practical environment (not necessarily an outdoor centre)• Driving a variety of vehicles including towing trailers• Driving ability <p>The Council Driving Policy requires that minibus drivers are minimum age 21 and have held a full driving licence for at least three years. They must hold the D1 and D1E entitlement and have no convictions other than parking offences or the first three points for speeding in private time in a private vehicle. Anyone not meeting this criteria is advised to phone and speak to the Business Manager before submitting an application</p>	

Skills and Abilities

General Maintenance

- General building maintenance skills e.g. basic plumbing, carpentry, plastering, glazing and electrical (not main circuit).
- To use basic power tools, including drills, grinders and circular saws.
- Willingness to undertake unhygienic and unpleasant tasks.
- To identify areas where repair is required.
- To sort and store the stock of outdoor equipment.

Transport

- To drive confidently and safely, fully loaded vehicles (including minibuses) and trailers.
- Undertake routine vehicle maintenance checks.

Grounds

- Basic gardening skills including strimming and driving mini tractor.
- Basic tree maintenance skills – use of chainsaw (training provided)
- Estate maintenance including fencing, walls and gardening.

Communication

- To liaise, communicate effectively, and work in partnership with other members of staff on an interpersonal level in respect of duties to be performed and deadlines to be met.
- To liaise and communicate with pupils, visiting staff, other users and visitors in a friendly manner.

Manual Handling

- To move equipment and objects including suitcases, waste and site clearance.

General

- Enthusiasm to take some ownership for the house and grounds in order to ensure proactive maintenance and to play an important role in maintaining and developing the quality of the provision.
- To work with limited supervision – plan own workload
- To demonstrate a flexible approach to the duties of the post

Qualifications

- Relevant vocational qualifications
- Able to read and write clearly
- Basic numeracy skills

Special Requirements

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created		Date Reviewed	
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