# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Handyperson

# Department: Adult Social Care and Health

# Grade: [East Sussex Single Status 4](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Team Leader / Service Manager

# Responsible for:

# Purpose of the Role:

To undertake general maintenance duties as directed by the Team Leaders /Service Managers.

# Key tasks:

1. Treat users of the service with dignity and respect and maintain confidentiality as in line with departmental policies.
2. Report all repairs to the manager/team leaders, carry out such repairs as directed and liaise with property help desk.
3. Undertake minor building / equipment repairs as well as some light decorating work and should be able to work under own initiative as well as responding to request from staff.
4. Carry out health and safety checks in line with departmental policies and procedures including inspection of and maintaining certain equipment.
5. Responsible for fire safety including daily, weekly and monthly checks and fire drills.
6. Responsible for ensuring the routine and emergency accessibility to Day Services or Supported Living service and where possible ensure access in the event of adverse weather or other emergency situations.
7. Assist with enquiries from staff, contractors and site workers, and report their presence to the Team Leader / Manager as required. Direct site workers and contractors to the site of repair and maintenance work ensuring that they are accompanied at all times unless Lone Working has been authorised. Inspect, monitor and record work performance of contractors.
8. Notify the Team Leader / Manager where appropriate, of the necessity for any repairs or maintenance.
9. Carry out non-specialist building maintenance work, e.g. decorating, gardening where such work is agreed as being within the reasonable capacity of normal handyperson/DIY skills with strict adherence to Health and Safety Regulations at Day service sites.
10. Gain and have an understanding of the site services, controls and systems to be able to undertake daily tasks and check systems to ensure they are operating correctly, make necessary adjustments and to diagnose issues that require attendance by external contractors.
11. Move furniture and equipment as required.
12. Ensure water checks are actioned in line with Legionella requirements.

# PERSON SPECIFICATION

# Essential education and qualifications

* Level 2 Property Maintenance qualification or willingness to complete Property Maintenance Operative (Level 2) apprenticeship which will be funded by the Council.

For more information on apprenticeships and the training available for this position please visit our [apprenticeship page](https://www.eastsussex.gov.uk/jobs/apprenticeships) on our website.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to communicate effectively with clients and colleagues.
* Able to plan, prioritise & use initiative with handyperson tasks, working unsupervised.
* Ability to undertake a range of handyperson duties
* Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date
* Ability to act on own initiative, dealing with any unexpected problems that arise
* Ability to work effectively and supportively as a member of the team
* Ability to demonstrate commitment to equal opportunities.
* A sound knowledge of building maintenance and cleaning
* An understanding and willingness to learn essential health and safety regulations, including COSHH and risk assessment and how they apply in the public sector
* An understanding and willingness to learn how the systems and services of a building work to be able to carry out operational checks and arrange contractor attendance of those systems where required
* Experience of carrying out basic building maintenance work, within the reasonable capacity of a normal handy person.
* Have general repair experience & able to undertake minor redecoration tasks.
* Experience of using DIY tools.
* A flexible approach to work, demonstrating use of initiative.
* Effective communication skills, including a respectful attitude towards service user group
* Ability to maintain confidentiality.
* Willingness to participate in further training and development opportunities offered by East Sussex County Council, to further knowledge
* Possession of current driving licence or the ability to demonstrate how the travel requirements of the role will be achieved

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Ability to inspect and record the work of others
* Ability to demonstrate good inter-personal skills to communicate with a range of people.
* Working within a team.
* Health & Safety
* Knowledge and manual handling regulations.
* Experience of keeping work records
* Caring disposition and awareness of peoples’ needs.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | Yes |
| Shift / night work | No |
| Working with hazardous substances | Yes |
| Using power tools | Yes |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |