

Job Description	Multi Skilled Operative
Reports To	Contract Managers / Site Supervisor
Location	Ministry of Justice, Central & East Regions, Sites include Birmingham, Featherstone, Swinfen, Onley, Leicester & Hewell
Job Type	Direct Immediate start Project based & permanently based on site.
Description	General Maintenance, refurbishment and remedial Works
Salary	Negotiable on experience
Purpose of Job	<p>An exciting opportunity to join a growing company, specialising in maintenance and refurbishment contracts.</p> <p>Ideally we are looking for an enthusiastic and experienced Multi Skilled Operative who is motivated and capable of delivering maintenance work and internal refurbishment project on time and to budget. Preferably with experience of measured term contracts.</p> <p>Essential skills include the ability to forward plan, work within a team environment and react quickly to any unforeseen issues on site, all with an uncompromising approach managing Health and Safety on site.</p>

Key Areas and Activities

Management

- Ensuring good communication between all parties.
- Ensuring that all works are carried out with due regard to statutory regulations, current standards and company quality assurance procedures.
- Problem solving site issues as and when they occur.
- Early identification and rectification of any defective works within the contract timescales.
- Managing and effective control of owned and hired plant.
- Working closely with the client Site Management team to ensure that things run smoothly – an effective communicator is essential as the site sits within a high security MOJ Site.
- Ensuring that the site is clean, tidy and maintained to an acceptable level of cleanliness at all times.
- Contributing to our commitment to assist and develop the Client's culture of continuous improvement.

Key experience & requirements

- General roles include, carpentry, plaster patching , groundworks and general maintenance.
- Consider safety compliance with a diverse sector of client groups
- Understand and demonstrate the importance of working safely at height
- Carry out repairs to the fabric of a building, for example repairs to walls, doors, doorframes, skirting boards or plaster damage to internal walls
- Understand and maintain plumbing and drainage systems, for example repairs to WC systems, leaking taps or water testing and unblocking drains
- Verifiable evidence of the successful delivery of similar refurbishment schemes / works.
- Understand and demonstrate the safe use of hand tools, for example screwdrivers, power drills, pliers, paper strippers and a variety other tools used
- Carry out repairs and reactive maintenance
- Understand the importance of customer service
- Record and report information accurately either internally or externally
- Have a flexible attitude
- Commitment to quality and excellence, ability to perform under pressure, take ownership of work and follow through to a satisfactory conclusion.
- Confident communicator and good client-facing skills
- Evidence of successfully outputs and levels of productivity.
- Suitably qualified
 - Minimum of a valid CSCS Card
 - DBS cleared
 - First Aid, IPAF, PASMA would be advantageous

Training and Development

You are required to participate in the Company's Personal Performance Review process and to attend all mandatory development and training courses.
You are also responsible for keeping up to date your own technical, managerial, legislative or market conditions development.

Health & Safety

You are required to abide by the Company's Health and Safety policies and procedures and to undertake such health and safety training as required. Employees also have a legal responsibility to take care of themselves, and any person within the vicinity of the site works who could potentially be affected by our activities. It is up to the employee to understand and adhere to the health and safety arrangements set out by the Company. You must ensure that all company and statutory safety and environmental regulations are adhered to.

Specific to the role is a requirement to: -

- Take ownership of all Health, Safety and Environment duties applicable to the project
- Ensure all employees direct or sub-contract on site fully comply with the Company Health and safety procedures implemented on site.
- Undertake dynamic risk assessments for all site activities.



Equality and Diversity

As an employee of the Company you would be required to abide by and promote/demonstrate a commitment to the principles and operation of the Company's equality and diversity agenda/policies to ensure equality of opportunity and non-discrimination.

You must ensure that all employees are treated equally and fairly in all aspects of the business. You must ensure that all customers internally and externally are treated with due respect.