horton housing
Improving lives together

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Repairs Operative – Property Services

HOURS: 35 hours per week, Monday to Friday

SALARY: £27,887 per annum, rising to £28,460

ANNUAL HOLIDAYS: 6 weeks plus Bank Holidays

LOCATION: Bradford

Job Description

REPORTS TO: Repairs Manager

RESPONSIBILITIES

- Carry out the inspection, repair and improvement of properties as required referring to job orders and instructions allocated to you.
- Undertake house clearances, the removal and disposal of accumulated household rubbish, furniture and other debris both internally and externally to properties and building communal areas
- Assist with the collection, delivery, assembling and dismantling and disposal of furniture from the organisation's approved suppliers
- Assist with the collection, delivery and installation of white goods from the organisation's approved suppliers
- Report on the condition of properties where they are not meeting organisational standards, including the presence of damp and mould
- Maintain and monitor stock levels of items and materials allocated to you.
- Maintain and take reasonable care of all tools, equipment and machinery provided for the role.
- Ensure the van allocated to you is kept clean and tidy.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change. For management and specialist roles, colleagues will be responsible for the determination, assessment and management of risk.

Safer Recruitment
Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.

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Person Specification

- Experience of carrying out a varied range of general joinery and plumbing work to a professional standard such as changing locks, unblocking drains, gutters and waste pipes, servicing and adjusting doors, gates, furniture removals etc, along with basic electrical repairs.
- Experience of boarding/replacing broken windows.
- Experience of painting and decorating work.
- Ability to work to deadlines and organise/prioritise workload.
- Skills to carry out maintenance jobs to a professional standard
- Understanding of the potential risks to health, safety and welfare encountered in maintenance work
- A full UK driving licence and access to a vehicle that can be insured for business use

In addition to the above, it is expected that you will:

- Maintain professional boundaries
- Have a commitment to Equality, Diversity and Inclusion
- Are willing to undertake any further training required
- Are able to work flexibly to meet the needs of the service/department

About the department

The Property Services Department based in Bradford, ensures all properties and land owned or managed by the organisation are maintained to a high standard, in accordance with regulatory standards and requirements. This involves delivering an efficient and effective responsive repairs service, implementing planned and cyclical maintenance programmes and maintaining 100% compliance with gas, electrical and fire safety legislation and other regulatory requirements.

The in-house Repairs Team in an integral part of the service, providing a repairs service to properties across the whole of the Bradford district and to homes in Kirklees, and Calderdale.

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