

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: [OBJ] Estates Maintenance Officer- Painting & Decorating

RESPONSIBLE TO: [OBJ] **Head of Estates**

RESPONSIBLE FOR: [OBJ]-

Main purpose of post:

To provide an efficient painting and decorating services and effective facilities maintenance service within the College premises and grounds.

Responsibilities:

- 1 to produce high quality finish to all kinds of decorative surfaces both interior and exterior of the College properties.
- 2 To maintain colour stain and renovate all kinds of wood finishes to furniture contained within the college.
- 3 To ensure quality paint finishes to ceilings and walls.
- 4 To work as a team member and work collaboratively with Estates team members on projects.
- 5 Respond to requests for work from a variety of sources by smart phone, written and verbal with minimum of supervision.
- 6 Have control of ordering and maintaining painting and decorating stock.
- 7 To carry out minor repairs and maintenance work unsupervised as may be required.
- 8 Have knowledge and ability to repair minor joinery, plumbing breakdowns, and general maintenance of the college campus.
- 9 Inform the management of any areas requiring attention.
- 10 To employ only safe working practices and to ensure that any work is carried out with due regard to those who use and work in the building(s).
- 11 To be aware of and abide by the College health and safety procedures and associated policies. [OBJ]
- 12 To proactively implement the College's policies and procedures.

- 13 To undertake any other relevant duties as may reasonably be requested by the Principal.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

Date:	Signature:
Issue No: 3	Ref: Jobdesc/Painter handyman

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PERSONNEL SPECIFICATION

POST:  **Estates Maintenance Officer- Painting & Decorating**

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Painting and decorating, Experience of working with the public, General repairs of a busy public building,	Working in a similar environment	Application form
EDUCATION & TRAINING	Relevant C&G craft qualification or NVQ Level 2 or equivalent qualification in Painting and Decorating	NVQ level 3 in Painting and Decorating Health & Safety Training Manual Handling Training	Application Form
SPECIALIST KNOWLEDGE AND SKILLS	High level of interpersonal/ communication skills Paint matching and plaster patch repairs Confident in dealing with people Ability to work as part of a team Ability to work on own initiative	Ability to carry out minor repairs & maintenance work	Interview
ADDITIONAL FACTORS	Driving licence and use of own vehicle Flexible in relation to working hours Good level of physical fitness Flexibility to work across all College sites Commitment to customer care The College is committed to Equality & Diversity, safeguarding children, young people and vulnerable adults and expects all staff to share that commitment		Interview