



**A Partnership To Build Sustainable
Communities**

The Shropshire Housing Group was formed in 2007 to provide a partnership framework enabling Meres and Mosses Housing Association and South Shropshire Housing Association to work together to deliver new affordable homes and first class services to the tenants of the Group's 4500 properties across Shropshire.



CARPENTER/MULTI-SKILLED OPERATIVE x 2 – Total Response Limited Ref: TRL001

Salary: £19,655* , Permanent, full time (40 hours per week) Base: North and South Shropshire

***Plus bonus, on-call rota payment and contributory pension scheme, a company vehicle & PPE is also supplied**

You should be qualified to City & Guilds Level or equivalent. You will also be expected to participate in the Association's out of hours on-call rota for which an allowance and any relevant overtime is paid. You should be able to: operate to a schedule of work, be familiar with Schedule of Rates, plan your own workload using Responsive Repair Jobs issued via PDA handheld computer (training will be given); be used to working as part of a team and able to work on own initiative.

**Closing date: 10am Tuesday 21st September 2010
Interviews: Week Commencing Monday 4th October 2010**

Posts involving contact with children or vulnerable adults will be subject to an appropriate criminal record disclosure

The Group offers excellent terms and conditions of employment,, contributory pension scheme, and 23 days' holiday (pro rata) increasing with service.

For an application pack please contact Customer Services at Shropshire Housing Group, Talbot House, High Street, Wem, Shropshire, SY4 5AA. Tel: 01588 676200 or 01939 238840 (both "option 2") or e-mail your address to customerservices@shropshirehousing.org.uk quoting the post reference. Alternatively please go to our website www.shropshirehousing.org.uk and follow the links to the vacancy page.

Shropshire Housing Group is committed to equal opportunities and welcomes applications from everyone



INVESTOR IN PEOPLE



business for neighbourhoods



TOTAL RESPONSE LIMITED

JOB DESCRIPTION

JOB TITLE: Carpenter/ Multi-Skilled Operative **Post Ref:** TRL001

SALARY: £19,655

HOURS PER WEEK: 40

RESPONSIBLE TO: Contracts Manager/Responsive Repairs Manager

A. BRIEF DETAILS OF POST

- To safely make up, install, repair and replace woodwork and associated fittings and materials.
- To satisfy tenants and other customers through courteous efficient work.
- To maintain the Association's assets.
- To contribute to the overall development of South Shropshire Housing Association's quality housing service.

B. KEY TASKS AND RESPONSIBILITIES

- To measure, cut, fit (plane and sand etc.) and join wood and similar materials (plastic and felt etc.) and fittings.
- To make up windows, door frames, etc.
- To glaze windows, doors etc.
- To hang doors and windows, fit cabinets, skirtings, kitchen units and fit locks, handles, catches etc.
- To carry out repairs to property.
- To make up and fit shuttering
- To make up and install roofing timbers, joists, floors and staircases.
- To maintain own tools
- To estimate materials requirements for all above work.
- To complete stores requisition sheets.

- To record information which accurately describes work executed on site (this would be used in the raising of invoices to the customer) via the use of a PDA and using the current Schedule of Rates.
- To complete weekly time sheets and vehicle sheets.
- To meet the customer care policy requirements.
- To participate in the continuing development of the Total Response Team.
- To uphold the Equalities and Diversity Policy of the Association.
- To take responsibility for the health and safety of oneself and others in the workplace.
- To undertake any other duties that may be required from time to time commensurate with the grade and general nature of the post particularly of an emergency nature.
- To comply with Health and Safety Regulations.
- To participate in the Associations out of hours call out rota in providing emergency overnight and weekend repair cover including bank holidays.

C. MULTI-SKILL DUTIES

In addition to the keys tasks and responsibilities described above, to carry out the following multi-skill duties:

- To carry out basic carpentry work including fitting locks, rehangng doors, easing doors and windows, glazing, refixing floorboards and shuttering.
- To carry out basic plumbing work including changing washers, w.c. seats, ball valves, clearing blocked drains, fitting sinks and sealing around sinks and baths, guttering repairs and fixing emergency leaks.
- To carry out basic bricklaying duties including bricking up small holes and waste pipes, carrying out small pointing repairs (less than a square metre), slabbing small areas, replacing chimney pots and emergency roof leaks and repairs.
- To carry out basic plastering including patching, filling small cracks and chase work, external rendering (less than a square metre), small holes in ceilings, small areas of tiling, repairs to plastic and quarry tile floors and small areas of plaster boarding.
- To carry out basic electrical work including setting trips, changing fuses, bulbs and tubes. This will require a basic knowledge of the electricity regulations, ring main systems and bonding/earthing.

D. QUALIFICATION AND SKILL REQUIREMENTS

- To be a qualified time served carpenter (e.g. relevant C&G or NVQ).
- To hold a current valid driving licence.
- To be conversant with all aspects of traditionally built properties and fully conversant with the building industry.

E. CURRENT POSTHOLDER

Vacant

F. DATE FOR REVIEW

SIGNED:

MANAGER:

SIGNED:

POSTHOLDER:

Date:

PERSON SPECIFICATION

Carpenter/Multiskill Operative

Qualities	Essential	Desirable
<ul style="list-style-type: none"> • Basic knowledge of plumbing, bricklaying, plastering and electrical works • Have a working knowledge of health and safety requirements • Commitment to Equal Opportunities • Ability to keep accurate records • Knowledge of working to schedule of works • Knowledge of estimating materials 	 ✓ ✓ ✓	 ✓ ✓ ✓
<p>EDUCATION AND QUALIFICATIONS</p> <ul style="list-style-type: none"> • To be a qualified time served carpenter (relevant C&G or NVQ) 	 ✓	
<p>SKILLS</p> <ul style="list-style-type: none"> • To be familiar with all aspects of traditionally built properties • To have knowledge of the building industry • Good written and oral communication skills • To hold a current valid driving licence • To be able to participate in the on call rota 	 ✓ ✓ ✓ ✓	 ✓
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Flexible and adaptable • Ability to work to deadlines on multiple tasks • Ability to work on own initiative or as part of a team • Ability to develop excellent working relationships with staff and customers 	 ✓ ✓ ✓ ✓	