



**Building
Assistant**

The Wrekin
Housing Group

ABOUT THE ROLE

- 🏠 The Building Assistant role will be responsible for ensuring a comprehensive support service to ensure the continued operation and maintenance of the Group's care, extra care, communal, and commercial buildings.
- 🏠 The focus of the role will be to assist in all areas of Health & Safety requirements and contribute to the continuous improvement of services provided to the site.

The priorities are to:

- 🏠 Regular health and safety checks / inspection - Emergency lighting tests, Fire equipment inspections, fire door checks, water hygiene risk assessment checks, security arrangements and other checks associated with building services ensuring the accurate records are kept.
- 🏠 Minor Plumbing repairs – e.g. taps, shower heads / hoses (replacement / cleaning), installation of appliances, disconnection of appliances, toilet seats, rodding drains and blockages.
- 🏠 Minor Carpentry repairs – e.g. lock changes, rehang doors, fix and refix units, cabinets, architrave and skirting's.
- 🏠 Minor Finishes works / repairs – e.g. plaster patching, decoration, wall and floor tiling
- 🏠 Cleaning and replacement of filter to mechanical air ventilation / extraction units
- 🏠 Repairs and maintenance activities to the building and its services, that would be expected from a reasonably skilled and experienced handyman / caretaker, where additional instruction, training and supervision is provided.
- 🏠 Void / relet property preparation works – (Repair and maintenance as outlined with main responsibilities).
- 🏠 Plant room / boiler room checks and inspections on heating, hot and cold water supply and distribution equipment, carry out routine works to ensure continued operation of equipment (e.g. ash clearance from Biomass boiler, checking of supplied wood chips for compliance with standard).

- 🏠 Refuse management of the building - rotation of communal bins, collection of waste of around the building (including kerb side positioning for collection), communicating and working with waste management company / council.
- 🏠 Lamp replacement - within flats and communal areas
- 🏠 Decoration - Common areas, Voids and provision of service to residents.
- 🏠 General housekeeping and cleaning - Specific items within communal areas, carpets, parts of building services, guest bedroom, assisted bathrooms, refuse room / chutes, hard standings and grounds, litter picking.
- 🏠 Snow / Frost Management – Gritting, Clearing etc.
- 🏠 Moving of furniture and equipment around the building or between buildings.
- 🏠 Fire Marshall fire management duties.
- 🏠 Liaising with maintenance contractors and trade operatives – a point of contact for outside work, provide knowledge of the building and its service and operation, manage access, notification to residents etc.
- 🏠 Conduct building induction and orientation - New staff, Contractors
- 🏠 Administration associated with job role - Completing inspection reports, Job logging and monitoring, written / verbal communication with other areas of the business, attend and contribute to meetings with internal staff and external agents.
- 🏠 To monitor stock levels of consumable items such as fuel, grit, toiletries, light, bulbs/tubes and arrange to replenish supplies in accordance with current procedures.
- 🏠 To develop a positive relationship with customers/ residents and visitors to the Estate.
- 🏠 To build and maintain a good working relationship with building / Service Managers and onsite staff teams (whether internal to the Group or leaseholder, managing agent etc).
- 🏠 Provide an enhanced Handyman service for new tenants during the occupation / new tenancy within Extra care schemes (installing minor fittings i.e. curtain rails, wall art over radiators).

Person Specification

- 🏠 The ideal candidate will hold experience of working in a similar environment with health and safety awareness.
- 🏠 The candidate must hold basic trade skills and be able to maintain those through appropriate training and development activities.
- 🏠 The candidate must have an ability to prioritise workloads under pressure to meet deadlines without direct supervision.
- 🏠 A trade background is preferred (carpentry, plumbing, electrician, builder etc.) with ability to multi-skill across a number of trades / activities.
- 🏠 Adheres to and promotes the Group's business values. Deals with customers and colleagues with commitment, integrity and respect.
- 🏠 Recognises and respects the individual values of all employees. Adopts an open, flexible and receptive approach to working with others.
- 🏠 Produces accurate and high-quality work. Uses initiative and consults with manager where required.
- 🏠 Articulates opinions and information confidently and clearly. Actively listens to the communication of others.
- 🏠 Supports and shares information with team colleagues, actively participating in decision-making and problem solving to improve services.
- 🏠 Assists in identifying problems, offering appropriate ideas to resolve them.
- 🏠 Demonstrates judgement and the ability to contribute to decision- making at a local level. Seeks advice and information when appropriate.
- 🏠 Uses clear oral and written 2-way communication to share information.

Other

- 🏠 Flexibility in approach to hours worked and working in an agile way
- 🏠 Thrives in a dynamic and changing environment

Qualifications

- 🏠 3 GCSE's (Grade A-C) or equivalent is desirable
- 🏠 Full clean driving license is essential
- 🏠 Trade based qualification and / or time served experience as a trade person is essential
- 🏠 Word processing qualification RSA II. is desirable