

<b>JOB DESCRIPTION</b>	
<b>SERVICE OPERATIVE</b>	
<b>Service:</b>	Tar Isteach Housing
<b>Team:</b>	Maintenance Team
<b>Location:</b>	North Midlands
<b>Reports to:</b>	Services Manager

<b>Job Purpose</b>
To provide general building maintenance and at a number of properties to ensure that they are kept safe, secure and in good condition. Ensuring multi occupancy properties are kept clean and tidy. This includes basic gardening.
<b>Responsibilities/Accountabilities</b>
<ul style="list-style-type: none"> <li>• To work within the Policy Framework of Tar Isteach Housing / GSC</li> <li>• Carry out a variety of planned and reactive building maintenance tasks, which will be varied in nature to include general maintenance</li> <li>• Carry out planned preventative building maintenance in line with set programmes. Undertake general facilities support tasks, including furniture building and furniture removals, grounds and site clearance, and keeping areas clean and tidy generally.</li> <li>• Adhere to company health and safety policy and procedures, identify hazards and undertake point of work risk assessments as required.</li> <li>• Communicate effectively with building occupiers to minimise inconvenience when planning and undertaking building maintenance.</li> <li>• Reporting and logging all completed repairs on a continuous basis and supplying this log daily to management.</li> <li>• Carry out such other duties as required or delegated by the Services Manage, including undertaking tasks performed by lower grades.</li> </ul>

- Bringing tenants shopping where necessary
- Collecting medication / bringing to appointments

**Qualifications / Certification**

- Leaving Certificate
- Manual Handling Certificate
- Full Clean Drivers License
- Minimum of 1 year maintenance experience
- Knowledge of building materials, health and safety, routine inspections of property and carrying out repair and maintenance schedules
- IT literate, excellent communicator
- Problem solving attitude

**Desirable**

- QQI Level 5 Healthcare
- Experience in a Social Care setting

*Equal Opportunities:*

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

*Health and safety:*

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

*Customer Focused.*

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Values**

We expect all our employees to demonstrate and promote our values:

- We RESPECT all stakeholders and ensure engagement and participation when possible and/or appropriate.
- We work in PARTNERSHIP with all stakeholders to ensure effective and expedient responses within the mission of Tar Isteach / GSC
- We provide QUALITY services, based on core principles of care and empowerment

