

## Job Description

**Post:** Relief Maintenance and Refurbishment Team - Development

**Responsible To:** Development Manager

**Service Unit Provision:** Development EBHS

### Purpose

To provide a Maintenance and Refurbishment service to Trust properties as directed by the CEO or Development Manager

### DUTIES & RESPONSIBILITIES

- To provide a maintenance / refurbishment service to EBHT properties as specified by the Development Manager or CEO Service, includes: carry out works using Architect/Structural Engineer/Acoustic plans to comply with all Building Regulation requirements.
- To liaise with Building Control where regular inspections are required.
- To liaise with Utility Companies where new supplies are required.
- To liaise with outside Contractors
- To liaise with the In-House Maintenance Team in relation to Gas installations.
- To carry out the Risk Assessment and Health and Safety procedures associated with the property in line with EBHT policies and procedures.
- To wear appropriate PPE at all times
- To obtain quotes where equipment is required to be hired and obtaining approval to hire.
- To ensure all suppliers from whom purchases are made are given the correct purchase order number.
- To pass all receipts from purchases to the Development Manager on a weekly basis.
- To complete time sheets and pass to the Development Manager on a monthly basis before the end of the second week in any month.
- To create and retain good relations with customers, service users and local residents.
- To communicate with the Development Manager on all matters relating to the effective management and maintenance of the service

- Work as a member of a team, committed to a high standard of effective communication.
- To participate in training opportunities and any mandatory training.
- To respond to emergency situations in line with clear policies and procedures.
- To perform any other duty commensurate with the post as requested by the Development Manager or CEO
- To attend staff meetings as requested by the Development Manager.
- To promote the East Boro Housing Trust and its work in the community and in all areas of its operation.
- To communicate clearly with other staff, managers, customers and all other agencies and interested parties.

### **Confidentiality**

- The employee shall not either disclose any information related to any service user or any matter related to their work at the Housing Trust to any person or persons (except to those authorised by the housing Trust to know); during his/her employment or at any time after its termination:
- Use any information for his/her own purpose or for any purposes other than those of the Housing Trust;
- Through any failure to exercise all due care and diligence cause any unauthorised disclosure of:
- Any private, confidential or secret information of the Housing Trust (including in particular lists or details or service user or tenants of the Housing Trust or applicants or relating to the working of any process of the Housing Trust) or which he/she has obtained by virtue of his/her employment.
- The provisions of the above shall apply mutates mutandis in relation to the private, confidential or secret information of any of the residents of the Housing Trust, which the employee may have received or obtained during his/her employment.
- All notes, memoranda, records and writing made by the employee relating to the business of the Housing Trust shall remain the property of the Housing Trust and shall be delivered to the Housing Trust forthwith upon request and/or upon termination of employment.

### **Equal Opportunities**

- To comply with and promote the terms and conditions of the East Boro Housing Trust equal opportunities policy.

### **Data Protection**

To comply with the terms and conditions of the Data Protection Act 1998 and EU Data Protection Regulation (GDPR).

**Note:** No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

### Post Holder Declaration

I agree to fulfil the duties and responsibilities to the best of my ability within the role

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_