JOB DESCRIPTION

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| **JOB DESCRIPTION**  Apprentice painter and decorator | DEPARTMENT Housing & Property Services |
| SALARY YEAR 1- £6.40 PER HOUR  YEAR 2 -£ NMW DEPENDANT ON AGE  YEAR 3 -£ NMW DEPENDANT ON AGE  YEAR 4 -£ NMW DEPENDANT ON AGE | SECTION/FUNCTION Cunninghame Housing Association Direct Works |
| REPORTING TO Direct Works Manager | REVIEWED April 2024 |

## JOB PURPOSE

1.1 Assist and work under the guidance of qualified trade employees carrying out the full range of Painting and Decorating and associated activities to any property or asset within the ownership or responsibility of Cunninghame housing association

1.2 To provide a range of repair works within the Association’s own stock or assist in the delivery of works throughout various planned, cyclical and responsive contracts

1.3 Ensure effective relationship management with internal customers and external partners / agencies in order to manage the reputation of the Organisation.

### ACCOUNTABILITY/RESPONSIBILITY

* 1. The post holder is accountable to the Direct Works Manager, but daily work instruction will be through works foremen and works supervisors and allocated trades person.
  2. Participate in an Apprenticeship Scheme, attending an appropriate college course relevant to the trade, as required and receiving ‘on the job’ training

1. **MAIN DUTIES OF POST**

3.1 As directed undertake training to learn skills in a trade discipline with less supervision required as apprenticeship progresses.To ensure successful delivery of a quality installation works, small repair, maintenance, and improvement service and that maximises customer satisfaction.

3.2 To carry out all work and associated duties according to agreed timescales, to agreed performance targets and to high quality standards.

3.3 Learn to Utilise the Associations mobile working software to record start and completion times of all jobs and to capture all necessary job information. Take note of all health and safety warnings and plan works accordingly following safe working practices.

3.4 Ensure all appropriate paperwork and certificates are completed and submitted

And ensure all college work and logbooks atc are kept up to date in accordance

With apprenticeship requirements.

* 1. As directed by works supervisors, attend properties with other tradesmen where 2 people are required for reasons of Health & Safety.

3.6 Liaise with work schedulers on a daily/weekly basis regarding job progress.

3.7 Ensure that works are carried out in accordance with the appointment times set for the various jobs.

3.8 In compliance with internal operating procedures, purchase materials from relevant nominated suppliers and submit paperwork to the Administration Team.

3.9 Check and maintain van stock. Notify admin on low stock levels in order that supplies from main store can be allocated and replenished as necessary.

3.10 Ensure the security of tools and equipment within and out with the office and maintain tools and equipment in a serviceable condition at all times in accordance with the Association’s health and safety policies and procedures.

3.11 Maintain a stock of relevant materials and share responsibility for the store / work area in compliance with internal operations procedures.

3.12 To undertake other maintenance tasks which may be instructed from time to time by the Direct Works Manager.

3.13 Demonstrate a working knowledge of health and safety procedures.

3.14 Ensure personal identification is carried and can be produced at all times during working hours.

3.15 Adhere to the Group staff code of conduct at all times.

3.16 Ensure regular and satisfactory levels of attendance, progressing through both college and work- based learning.

3.17 Ensure all college based works, assignments and tasks are completed in a timely manner as directed and required by the training provider.

**4. Any Other Duties**

4.1 Any other duties as agreed with the Direct Works Manager.

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.