

Full Time Maintenance Person, Norfolk

Job Description

The position of Maintenance Person will involve covering 'on demand' and planned minor maintenance issues for our portfolio of managed holiday let properties.

Part of the role will also involve carrying out scheduled PAT testing. Full training will be provided.

The position will involve considerable travel across a designated area within Norfolk (predominantly North Norfolk for maintenance and county wide for PAT testing) with jobs planned by the Norfolk Cottage Care Team.

The role reports into the Norfolk Cottage Care Manager.

Task list to include but not exhaustive:

Maintenance

Minor plumbing – fixing taps, replacing washers, clearing drains.

Basic gardening – mowing lawns, trimming hedges etc.

Minor electrics – Replacing cracked plugs, changing light-bulbs, replacing faceplates.

Minor building Works – Re-hanging doors, redecorating.

PAT Testing

Complete annual property PAT testing checks with the provided equipment as scheduled.

Able to complete works to a high standard in a time efficient manner.

General

Keep company van clean and tidy, regularly washed and serviced, in agreement with mileage/annual servicing schedule.

Person Specification

The successful applicant will be a positive self-starter who is able to demonstrate a calm and sympathetic approach on the job as some work will be carried out when holidaymakers are in their properties.

The applicant will need to be flexible and responsive, with the ability to prioritise and make immediate judgments.

It is likely that the successful applicant will have experience either as a general maintenance person or within one of the mentioned disciplines above.

A basic level of computer literacy is required: Microsoft Outlook, Microsoft Word, basic Smartphone apps.

A full driving licence is essential.



Outline Hours, Terms and Conditions

40 Hours per week to include alternate weekends.

Holiday entitlement is 22 plus Bank Holidays per year with additional days for long service. There is a half hour lunch break included in the hours above.

Due to the nature of this position, holiday taken during school holidays is discouraged.

On Call

Evenings 17:30-21:00

Sunday 10:00–13:00

Van

A company van will be provided.

Option 1

A van will be provided for use during work and private mileage. This will be subject to a company use tax benefit charge specific to the vehicle.

Option 2

A van will be provided for use during work and only very minor private use. This will not be subject to the tax benefit charge but would not be freely available for private miles.

Equipment

A Smartphone and Laptop will be provided

A starter pack of maintenance equipment will be provided with additional items added as necessary either purchased or hired. Trade accounts at a number of local merchants are available for materials.