

Apprentice Building Maintenance Operative

Location: Chalford, Gloucestershire. GL6 8PE

Hours of Work: 40 hours per week

Reports to: Area Contract Manager

Key Relationships: Clients, Head Office, Colleagues

Overview: The Apprentice Property Maintenance Operative supports the Building Operatives to carry out general maintenance, including painting and tiling tasks, plumbing and electrical repairs; bricklaying; providing customer service; working with external contractors and providing first response to fault finding.

Responsibilities:

- Assist the Building Maintenance Operatives as required including handling the tools, working independently from the Building Maintenance Operative at times on tasks within your scope of skill and experience.
- Assist with and complete maintenance work orders as directed. This includes:
 - General labouring activities such as hand excavation; lifting and moving materials; sanding, material procurement; mixing and preparing concrete, mortar etc.
 - painting & decorating
 - plastering & rendering
 - concreting
 - block & bricklaying
 - slabbing & sets
 - coping
 - fencing
 - fabrication works
 - carpentry & joinery
 - replacement and repair to doors and windows
 - minor roofing repairs
 - guttering & downpipe installation, maintenance, and repair
 - tarmac repairs
 - groundworks . excavation & levelling
- Collaborate with your colleagues to identify and solve problems.
- Undertake or assist the performance of less complex tasks.
- Undertake all studies and assessment requirements in line with the Apprenticeship Scheme they are completing.
- Carry out all duties in a timely manner, whilst ensuring the health and safety of themselves, their colleagues, clients, and the public.
- Ensure disposal of waste from works and that the site it is left clean and tidy.
- Responsible for the health and safety of themselves, their work colleagues, and others who may be affected by their activity, working in accordance with the safety policies of R.F. Gardiner Ltd & clients.
- Undertake any relevant training which may be deemed necessary to ensure duties are carried out effectively.
- Carry out administrative tasks associated with the post such as completion of job cards, electronic forms, timesheets, photography of work, etc.

- To take personal responsibility for any specific designated duties assigned to them, ensuring they are carried out, at all times, in accordance with company policies and procedures.
- To carry out any other duties as may reasonably be expected of the post holder commensurate with the scope, spirit, and nature of the job.
- To carry out the duties of the post in accordance with Gardiners Equality and Diversity Policy.

Company Values

Health & Safety

We maintain an incident free workplace for ourselves, our colleagues, clients, suppliers and all those affected by my work

Customer Service

Achieving customer satisfaction through continuous improvement and a right first time attitude

Sustainability

We undertake all work and activities in a way that will minimise the impact of our operations on the environment.

Employee Rights and Diversity

We support and make full use of our employees' talents, skills, and experience

Corporate Responsibility

We undertake all work and activities with honesty and integrity

Person Specification

Requirements: [Skill, knowledge, and behaviour requirements]

Essential:

- English and Maths GCSE (Grade D or above) or equivalent
- Willing to undertake the Apprenticeship Training

Desirable:

- Having some buildings and grounds work experience