



RECRUITMENT INFORMATION PACK

Maintenance Worker

Hours: 35 hours per week

Salary: £24,918.00 per annum – rising to £25,431.00 after 12 months

Annual Holidays: 6 weeks (plus statutory bank holidays)

Location: Bradford

Close date: 19th February

You must have a driving licence for this role



Being part of an award winning organisation

Horton Housing Association

Horton Housing manages more than 30 different housing, training and support services across Bradford, Calderdale, Kirklees and North Yorkshire.

We work with people experiencing a wide range of circumstances, including homelessness, drug and/or alcohol issues, ill-health, unemployment and domestic violence. We work with young people, older people, refugees, Gypsies and Travellers, people with disabilities and people with offending histories.

We have a wide range of accommodation schemes including hostels, and supported housing in the community. We also provide specialist accommodation, including a home from hospital scheme, Gypsy and Traveller sites in North Yorkshire and Group Living Services for young people.

Horton Housing is committed to equality and diversity and providing services which are inclusive and accessible for everyone.

OUR PEOPLE

We are committed to ensuring and promoting equality and diversity and developing an organisational culture that values people and the diverse contribution that each individual can make. We welcome applications from a wide range of candidates and are committed to ensuring that no job applicant or colleague receives less favourable treatment on any factors irrelevant to a person's ability to do a job, at any stage of the recruitment process or in the terms and conditions offered.

**Best Supported
Housing Landlord 2020
UK Housing Awards**



INVESTORS IN PEOPLE™
We invest in people Standard

About the department

The Property Services Department is responsible for ensuring that properties and land owned or managed by the organisation. The team aim to provide high standard of service to properties and grounds owned or managed by Horton Housing Association.

The Property Services Department based in Bradford, ensure all properties and land owned or managed by the organisation are maintained to a high standard, in accordance with regulatory standards and requirements. This involves delivering an efficient and effective responsive repairs service, implementing planned and cyclical maintenance programmes and maintaining 100% compliance with gas, electrical and fire safety legislation and other regulatory requirements.

The maintained team in an integral part of the properties services service. The team provides maintenance support to properties in Bradford, Shipley, Kirklees, and Calderdale. The team is also responsible for managing Gypsy and Traveller Sites located across North Yorkshire, specifically Selby, Thirsk and Stokesley.

Job Description – Maintenance Worker

JOB SUMMARY:

Responsibility for maintenance and repair work including, but not limited to; plumbing, joinery, flooring, as well as moving, assembling and dismantling furniture; removing and disposing of items and rubbish and the general upkeep of properties and grounds owned or managed by Horton Housing. The role relies on you being able to work under your own initiative and with minimal supervision.

RESPONSIBILITIES:

- Carry out maintenance and repair work as required referring to maintenance orders and instruction from the Maintenance Manager.
- Maintain and monitor stock levels of items and materials.
- Maintain and take reasonable care of all equipment and machinery provided for the role.
- Ensure the vans, and any workshop/space are kept clean and tidy.
- Maintain grounds including grass cutting, hedge trimming, weeding etc
- Clear and tidy external areas to ensure that they are free of litter, leaves etc and are maintained in a clean and tidy state
- Comply with all Health & Safety requirements in accordance with legislation and the organisation's policies and risk assessments.
- Working with Property Services Colleagues and scheme managers to provide intensive level of housing management to the organisation's tenants.

Below are examples of the type of work the maintenance worker will be involved with that relate to the intensive housing management functions:

- Inspection, repair and improvement of properties and contents supplied by the landlord – this is higher volume than general needs housing
- Carry out work that assists with access and security on sites
- Assist in the work to provide aids and adaptations within the organisation's properties
- Carry out planned and cyclical maintenance as directed
- Assist with the delivery, collection and disposal of furniture
- Assist with the collection, delivery and installation of white goods from the organisation's approved suppliers
- Assist with meter readings and help facilitate the replacement of meters
- Report on the condition of properties where they are not meeting organisational standards
- Ensuring that professional boundaries are maintained at all times.
- Undertaking relevant training as required.
- Performing any other duties from time to time that may reasonably be required.
- Undertaking the above duties in accordance with Horton Housing Association's policies and procedures.
- Working to the Association's policies and procedures on equality and diversity at all times.

Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change.

Person Specification

SKILLS, KNOWLEDGE & EXPERIENCE

- Experience of carrying out a varied range of maintenance and repair work to a professional standard including plumbing (non-gas), electrical work and joinery.
- Experience of boarding/replacing broken windows.
- Experience of painting and decorating work.
- Ability to work to deadlines and organise/prioritise workload.
- Skills to carry out maintenance jobs to a professional standard.
Experience of general maintenance jobs such as changing locks, unblocking drains, gutters and waste pipes, servicing doors, gates, furniture removals etc.

ESSENTIAL FOR THE ROLE

- Previous employment in a property maintenance capacity or related field
- Understanding of the potential risks to health, safety and welfare encountered in maintenance work
- Ability to maintain professional boundaries
- Commitment to Equality & Diversity
- Ability to work flexible hours to meet the demands of the post
- Valid driving licence and a willingness to travel across the North Yorkshire region

Our Values



Helping people

You are committed to working as part of a team and supporting others to be their best self at work each day. You are energetic, professional, open-minded and able to build positive working relationships both internally and externally. You understand and respect that others have different priorities and needs from you.



Outstanding service

You believe in our vision, mission and values. You have the ability to communicate effectively with everyone you come into contact with. You treat everyone with dignity and respect. You are a good listener who is patient, empathetic and supportive in your dealings with others.



Ready, willing and caring

You are self-motivated and comfortable working both independently and as part of a team. You are a proactive decision maker who can positively influence change. You are resilient and have the ability and confidence to manage stressful situations in a consistent manner.



Training and development

You take responsibility for your own learning and development and support others to do the same. You keep up to date with changes, developments and trends in your area of expertise. You are a reflective learner who takes responsibility for your actions, responds to feedback appropriately and learns from your mistakes. You are not afraid to ask for help and support.



Open to new ideas

You take a proactive approach to decision making and problem solving by offering pragmatic solutions. You are open minded, curious and willing to embrace innovation and change. You are willing to listen to and learn from others.



Never giving up

You are positive and motivated to provide a high level of service. You respond to any situation in a calm, confident and supportive manner. You are not afraid of a challenge.

Benefits

We aim to support you during your career with us and hope that working here is a fulfilling experience as you help us to run our services or directly work with people to help them improve their lives. In return, we offer our colleagues a range of personal development, financial and health and wellbeing benefits, some of which are provided by us, and others by external organisations, such as:



6 weeks' annual leave plus statutory holidays



Cycle to Work Scheme



Access to and funding for continuous professional development (CPD)



Travel Expenses



Contributory Pension Scheme



Interest Free Loan Scheme

Contact us

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