

Job title:	Decorator
Directorate:	Commercial Services
Date written:	May 2015
Grade:	N/A
Job code:	6003

Purpose of job

The Decorator is responsible for the delivery of decorative 'day-to-day' maintenance repairs to the Abri housing stock. The role requires good quality repairs in accordance to governing trade organisations.

Key duties and responsibilities

- Carry out decoration works to Abri properties, in an efficient and effective manner, ensuring all work is planned, and completed to the satisfaction of our customers.
- Washing down and effective treatment of mould in accordance with manufacturers guidelines within the properties.
- Effectively control relevant expenditure by ensuring all work is carried out in an economic manner, including verification and measurement of completed work.
- Ensure good quality decorative work and compliance with Health & Safety policies and statutory legislation.
- Manage individual workload and complete issued responsive repair works according to the given priority or confirmed appointments made with our customers.
- Attend appointments within the given time slot allocated by the work schedulers, maintaining good communication with the scheduling team to advise of any delays within the days diary and booking in follow on appointments with the customer.
- Engage in regular 'tool box' chats, identify any training needs and actively participate in the annual appraisal process.
- Ensure all work is completed in the most cost-effective manner, identify and pre-order materials from the stores when necessary ensuring the customer is advised of the order progress.
- Ensure all works orders are varied to reflect the extent of the works that have been completed. Where variations exceed the original order value by £50.00, prior authorisation must be obtained before completing the work.
- Informing the line manager of progress of work and any failure to complete on time.

- Provide technical advice, support or guidance to other departments within the organisation to enable them to carry out their duties; to include joint surveys, and provision of quotations for improvement works.
- Work with all other Home Care staff as part of a multi-disciplinary team where appropriate providing support when needed in the interests of effective and efficient services and in particular the contract teams.
- Accurately record progress and completion of jobs in accordance with Abri systems, policies and procedures, using a Personal Digital Assistant (PDA) and any other relevant Information Technology hardware.

Knowledge, skills and experience required

- A City & Guilds qualification in Painting & Decorating up to advanced craft level or NVQ level 2 qualification in Painting & Decorating as minimum requirement.
- Experience of carrying out decoration work in a similar role within a housing organisation or in-house contractor.
- Knowledge and understanding of the range of policy, practical, and technical issues relevant to the provision of carrying out decoration repairs and redecorations.
- Ability to plan, organise and carry out work effectively and on time.
- Excellent customer service skills.
- Demonstrates Abri's Values and Behaviours.