

BETHANY CHRISTIAN TRUST**JOB DESCRIPTION –
Casual/Maintenance Assistants and Workers****1 JOB DETAILS**

Job Title	Casual/Maintenance Assistants and Workers	Line Manager	Senior Maintenance Officer
Salary Range	£21,751	Spine Pt Range	18
Section/Unit	Maintenance	Directorate	Business Support
Location	Working on Bethany properties mainly in Edinburgh with some travel.		
Hours	Casual basis depending on need.		
OR	Required to be in sympathy with the Christian ethos of Bethany		

2 JOB PURPOSE

To assist the Maintenance team with a range of jobs including electrical repairs, joinery work and property maintenance.

3 MAIN RESPONSIBILITIES

- Thorough cleaning empty flats and careful removal of debris to an approved location.
- Cleaning other properties
- Carrying out and assisting with carrying out repairs
- Liaising with other contractors where necessary
- The job will involve some lone working so you should always carry a switched on mobile phone with you so that you can phone for assistance at any time and others in the team can contact you should that also be required.
- Assisting the maintenance team with joinery jobs
- Assisting the maintenance team with Electrical and plumbing jobs
- Assisting with clearing of drains
- Painting, tiling and decorating
- Labouring work and assisting with removals
- Preparation of floors for carpets being laid
- Other property maintenance related duties
- Working in multi-trade small building and refurbishment projects

4 PLANNING AND ORGANISING

- Work to a timescale which suits others bearing in mind others requirements. Liaise with residents, support workers and others as required
- Assessments requiring tools, materials and time will be organised in such a way as to minimise the cost incurred of each job

5 PROBLEM SOLVING

- Assist with carrying out electrical, joinery and plumbing jobs
- Carry out repairs and other construction/ maintenance tasks
- Undertake painting, tiling, plastering and decorating work as appropriate
- Keep time and timesheets records
- Undertake occasional grass cutting, pruning, and labouring tasks
- Assist with flats preparation work and removals
- Preparation of floors for carpets / vinyl being laid
- Other property maintenance related duties as required

6 DECISION MAKING

- Assess what technical problems exist, weigh up alternative solutions and decide the most appropriate and cost effective safe solution in each instance.

7 KEY RELATIONSHIPS AND RELATIONSHIPS

- The post-holder will normally be guided by and feed back to the senior maintenance officer.
- The post holder will liaise with others in the Facilities and Property team regarding the work and attend team meetings when requested.

8 KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED FOR THE JOB

- Up-to-date CSC certification
- Experience in general labour and electrical work
- Willingness to learn
- Flexibility
- Time management skills
- Interpersonal and team skills as well as an ability to work alone unsupervised
- Be sympathetic with and supportive of the aims of Bethany Christian Trust as expressed in its mission and values statements
- Driving licence is preferred.

9 JOB CONTEXT AND ANY OTHER RELEVANT INFORMATION

- The post-holder is required to participate in occasional Christian worship in a work setting, bearing in mind Bethany's Vision of working with vulnerable people as an expression of Christian love in action.

10 CREATION AND REVISION

Created	18/05/2021
For Review	18/05/2022
Reviewed	