



## **SOLOMON & COMPANY (ST HELENA) PLC**

### **JOB DESCRIPTION**

<b>DEPARTMENT:</b>	<b>Services</b>
<b>POST:</b>	<b>Artisan</b>
<b>RESPONSIBLE TO:</b>	<b>Building Services Manager</b>
<b>JOB PURPOSE:</b>	<b>To perform a variety of tasks appropriate to the skills of a multi-skilled craftsman. To ensure all work is completed by the specified deadlines and meets the required quality standards.</b>

#### **JOB OUTLINE:**

- Perform construction works in the maintenance, repair, alteration and construction of buildings, structures and equipment in compliance with all relevant legislation and standards of practise.
- Install, maintain and replace windows, doors, ceiling, floors, roofs and partitions as directed.
- To carry out maintenance and repair work on machinery as necessary.
- To perform tiling jobs as necessary.
- To carry out plumbing work as necessary.
- To ensure that health and safety requirements are met.
- Be responsible for the general cleaning of equipment, workshop and work site area.
- Be in possession of a valid driver's license in classes A and C, or undertake learning to achieve this.
- Any other related duties as required by Management.

#### **QUALIFICATIONS:**

- The Post holder should ideally be graded at NVQ level 2 or 3, carpentry, painting or construction.
- Be competent in English and Maths
- Have a Safety Awareness Certificate or have undertaken Health and Safety on the worksite training

**SKILLS & COMPETENCIES:**

- Knowledge of tools, equipment and materials common to the trade industry
- Have at least 2 years of experience, working in this field.
- Skills in the construction, repair and restoration in properties refurbishment or new builds.
- Ability to follow technical drawings and plans
- Be able to provide a customer focused service
- Be able to work independently and as part of a team with minimum supervision
- Have a strong commitment to providing a high quality service
- Be capable of working to tight deadlines
- Have the ability to develop their own skills and adapt new ones
- Make assessment of job requirements, materials requirements and provide method statements
- Be able to carry out hazard identification and risk assessments

**SPECIAL CONDITIONS:**

Out of hour's work as required.

To undertake job related training as required