

JOB DESCRIPTION



Job Title: Multi Skilled Tradesman

Reports To: Works Operations Manager

JOB PURPOSE:

To ensure the customer receives a level of service that represents and exemplifies excellent knowledge/experience across a wide range of trade skills. These include remedial Plumbing, Joinery, Painting, Plastering, Brickwork

To assist in the process of tenders and small works by visiting the customer's site (alone or with trade allies) to obtain information, set up the work area where required as well as overseeing/supervising works on sites you may be working on.

KEY RESPONSIBILITIES:

To maintain a professional image and relationship with all customers and trade allies to ensure we secure current and future business.

Trade Related Tasks

To fully understand and undertake the full range of trade skills as identified by the trade competency matrix.

Communicate appropriately with all clients, suppliers, employees and trade allies.

When required prepare the site prior to commencement of work and oversee delivery of plant and materials.

Ensure that a working relationship is held with the account coordinators to update any changes to schedule of works.

Ensure that health & safety checks are completed on hired equipment prior to use.

Ensure all completed works are to the standards expected and signed off on the self certification form by the client.

Ensure photographic evidence is obtained and submitted to the account coordinators on completion of works.

Reporting new works from existing customer sites when carrying out work.

Complete all required timesheets and submit in a timely manner.

Ensure vehicle is kept in a clean condition and carry out weekly checks and servicing.

Provide weekly feedback on overall job management and your level of customer engagement

When requested use an auditing app to close down the job, spot check for further works required/quoted

Customer Site Visits

Carryout local pre-quote surveys alone or with pre-organised trade allies providing timings and resources to enable the relevant co-ordinators to produce the tender documentation.

Prepare sites prior to the commencement of work, Liaising with clients on certain topics, overseeing trade allies, Solving inter-trade problems.

EXPERIENCE & QUALIFICATIONS REQUIRED:

- Confident communication skills
- 5 years + Experience in a good range of multi skills
- A valid CSCS card would be preferred
- The ability to self manage time