

Job Description

Job title	Painter and Decorator
Profession:	-
Band:	-
Directorate	Customer
Accountable to	Delivery Manager

Job Purpose: To carry out routine internal and external painting and decorating maintenance to Sovereign Network Group (SNG) properties in accordance with prescribed work schedules, good building practice and SNG’s established standard procedures set for delivery of exceptional customer service.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy: Direction set by the Delivery Manager

Key Accountabilities:

- Working with a moderate degree of supervision/guidance whilst being accountable for individual results and the impact these may have on SNG.
- Carry out the decoration of SNG properties including the preparation and application of protective and decorative finishes. Identify the extent and scope of reported defect/s, rectify in order to meet work schedules or alternatively seek the appropriate authorisation for suitable remedial action to occur.
- Assist all other trades as and when required. Undertake associated general building repairs and other trade activities for completion of satisfactory repairs and to meet work schedules including as directed, plastering, artexing, wall and floor tiling.
- Estimate, requisition and recommend the acquisition of necessary materials to ensure that appropriate and satisfactory maintenance is carried out in accordance with best building practice and Health and Safety at Work regulations. In more complex repairs refer the matter promptly to a senior member of staff to identify the necessary remedial actions.
- Liaise with both internal and external customers appropriately and promptly, to ensure those connected or involved in your work are aware of progress and action taken or action required to rectify the identified defect/s.
- Participate effectively in Mobile Working by accurately operating the electronic recording system where issued, or paper systems, to plan appointments and for record of job order/s including transmission and maintenance of timesheets, work completion status, vehicle records, materials management and progress against target objectives set for, time, cost and quality.

- Participate in the delivery of Out of Hours call out service in accordance with SNG’s current policies and procedures.
- Operate within the existing SNG Code of Conduct promoting a positive image as a local community service provider to ensure all customers receive the best possible effective and efficient service.
- Establish, develop and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution to SNG’s corporate objectives.
- Observe and comply with policies and procedures for Health and Safety at Work and observe and continually promote equal opportunities and customer care in compliance with organisational aims and objectives.
- Continuously seek realistic ways to improve efficiency and effectiveness in your role, to help the department, and SNG, achieve its goals.
- Participate in learning and development activities that develop personal effectiveness and assist in improving performance in the role.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and in order to meet the changing needs of the organisation.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job Code	Author	Date created/modified	Effective date
1.0	4013	New Template – NH	27/06/16	27/06/16
2.0	4013	Claire Dinsey (new template only)	May 2024	