

**SCOTTISH VETERANS  
HOUSING ASSOCIATION**

SUPPORTED BY



**JOB DESCRIPTION – Maintenance Officer**

Scottish Veterans Residences (SVR) is a Registered Scottish Charity (SC015260) established in 1910 in reaction to the sight of veterans sleeping rough on the streets of Edinburgh. SVR's operational arm is Scottish Veterans Housing Association (SVHA) which provides high quality, supported accommodation for veterans who are homeless and/or in need.

We house ex-service men and women of all ages in residences in Edinburgh, Dundee and Glasgow.

**1. Job Details**

<b>Job Title</b>	Maintenance Officer	<b>Line Manager</b>	Administrator
<b>Hours</b>	16 hours per week Bellrock Glasgow  24 hours per week Rosendael, Dundee	<b>Salary</b>	£18,000 FTE based on 37.5 hours per week-TBC
<b>Place of Work: Bellrock Close, Cranhill, Glasgow, G33 3HU</b>  <b>or Rosendael, 3 Victoria Road, Broughty Ferry, DD5 1BE</b>			

**2. Job Purpose**

Each post will support the provision of supported housing services by ensuring a high standard of general maintenance to either the Bellrock Close or Rosendael site.

**3. Main Responsibilities**

- To implement SVHA policies in aspects of housing and property management. Ensuring buildings and flats are kept in a safe and habitable environment.
- To assist with the delivery of repairs and contacting contractors when required.
- Comply with SVHA's Health and Safety Policy, reporting any matters of concern to the Property Services Manager and ensuring compliance with Health & Safety legislation as this relates to the SVHA properties.
- To adhere to the SSSC Codes of Practice and respect confidentiality of all aspects of your employment

#### **4. Principal Accountabilities**

- To prioritise all work in conjunction with the Property Services Manager and Site Manager. Ensure routine, urgent and emergency works are completed on time.
- Ensure vacated rooms/flats are repaired and decorated including painting, carpeting and furnished to a good standard for incoming residents/tenants
- Keep internal aspects of all buildings/flats in good repair.
- Keep external aspects of all buildings in good repair through general maintenance to outside pathways, masonry etc.
- Undertake Legionella water and tank checks monthly and ensure all relevant paperwork is carried out and available for inspection.
  - Assist/Escort tradesmen undertaking work as required.
- Ensure all paperwork provided by contractors is passed to the Property Services Manager.
- Carry out all other reasonable duties as directed by the Property Services Manager or Site Manager.

#### **5. Person Specification - Knowledge, Skills and Experience Needed**

The essential qualifications and characteristics that will be required of the person undertaking the role are:

- Ideally with a painting & decorating or maintenance background, and experience working within an FM or Estates team. You must also be able to provide two professional references
- Ability to treat people with dignity and respect.
- Interpersonal skills - particularly when dealing with vulnerable adults
  - Able to be an effective member of a team.
  - Ability to effectively deal with conflicting priorities
  - Commitment to working within SVHA's Equal Opportunities Policy.
  - Flexibility and willingness to adapt to changing priorities.
  - Good communication skills

#### **6. Other Relevant Information**

- The post holder will be managed by the Property Services Manager and Site Manager but work closely with the administrator on site as well as other members of the team.
- Passing a PVG/Enhanced disclosure is also a requirement of this post

