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| **handyperson****SALARY GRADE: HBC2** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – Keeping great service delivery at the heart of everything we do
* Personal Growth – Learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Access to a wide range of discount schemes (TBC)
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| You will ensure the general upkeep of the building and surrounding grounds, including fixtures and fittings, by carrying out minor repairs and replacements that do not require external contractors. You will conduct routine inspections of equipment and systems across the site, identifying any issues and taking appropriate corrective action, including cleaning and basic maintenance as necessary.More specific responsibilities include:* Carry out routine checks, repairs, and maintenance of plant, equipment, and buildings, including central heating systems and fuel supplies where applicable.
* Regularly inspect and clean drains, gullies, grease traps, footpaths, litter bins, and similar infrastructure to maintain a safe and clean environment.
* In conjunction with the Team Manager, regularly check and test fire alarms, emergency lighting, and related safety systems to ensure full functionality.
* Promptly inform senior staff of any maintenance or repair issues that cannot be immediately resolved or require external specialist attention.
* Complete all required reports and documentation accurately and in line with establishment procedures.
* Move, relocate, and handle supplies, equipment, and other materials safely and effectively, under the general guidance of the Officer on duty.
* Act as an attendant on transport when delivering equipment, ensuring compliance with relevant statutory and departmental regulations and procedures.
* Carry out any other appropriate tasks as assigned by the Director, consistent with the responsibilities and grade of the post.
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| About You |
| As a handyperson you will possess knowledge of emergency first aid and demonstrate strong health and safety awareness in all tasks. You will understand and comply with COSHH regulations ensuring safe use and storage of hazardous materials and be trained in the safe moving and handling of inanimate objects (non – people).In addition you will have:* Experience in maintaining plant, equipment and buildings, ensuring they are safe and operational.
* Knowledge and practice of grounds maintenance and maintaining good housekeeping standards.
* Familiarity with central heating systems and fuel supplies, including aspects of stock control.
* Ability to test and check fire alarms and emergency lighting, following safety protocols.
* Capable of completing required reports and documentation, including the regular updating of inventory records.
* Proficient in controlling and recording stock effectively.
* Strong ability to prioritise own workload, working independently or as part of a team.
* Good communication skills, both verbal and written, for liaising with staff and recording essential information.
* Understand equal opportunities philosophy.
* Commitment to service delivery to adults with learning disabilities.

 As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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