

Job Description

Job title	Painter & Decorator	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

To undertake general maintenance of the paintwork across the site and to respond quickly to ad-hoc maintenance requests. The painters work is always of the highest standard and contributes towards the site remaining attractive for owners, residents and visitors.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

Operational Duties

- Painting as directed the interior and exterior of areas.
- Repairing any damage to walls and filling in small cracks/holes.
- Repairing damage to wallpaper.
- Carrying out any ad-hoc maintenance requests.
- Ensuring that materials are kept in excellent condition and that paint brushes and other equipment are fully cleaned and store appropriately after use.

Customer Service

- Respond to emergencies and requests for service within the designated timeframes.
- To ensure that clients are subjected to minimum disruptions whilst work is carried out.
- To ensure that painted areas are clearly marked 'wet paint' and if appropriate cordoned off.
- Ensuring that any paintwork meets the specifications given either by client or supervisor.
- Using initiative and creating solutions to problems.

Procedures and Processes

- Take the initiative to ensure that all processes, procedures and systems are carried out to the highest standard and ensuring that the service provided is in line with company standard.
- To ensure that stock levels are maintained and steps are taken to replenish supply when appropriate.
- Attend departmental meetings and training sessions and operate in accordance with the instructions received.

Workplace Health and Safety

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- Ensure all painting equipment is securely stored and maintained in a condition suitable for next use.
- Report any damage or breakage of property to Supervisor.
- Ensure that precautions are taken to protect property.
- Ensure all security measures are taken where applicable.
- Ensure all maintenance and services of equipment is conducted on a regular basis and assure all set safety and security procedures are adhered to.
- Ensures that safety rules and procedures are followed at all times and takes corrective action to improve safety of work areas.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Demonstrated experience of painting and decorating to a high standard within a corporate environment.
- Sound level of interpersonal and English communication skills relevant to providing a painting and decorating service.
- Ability to plan and organise own workload with proven evidence of time management.
- Ability to contribute as a member of a team to achieve positive outcomes and provide quality service to customers.
- Ability to produce a high quantity of work whilst maintaining quality.

- Self motivated and business focused
- Keen attention to detail

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	