



Gofal a Thrwsio ym Mhowys
Care & Repair in Powys

Person Specification

Minor Adaptations Officer – South Powys

All criteria are Essential unless indicated otherwise.

Qualifications:

- A good standard of general education.
- Trade qualification. (Desirable)
- Valid driving licence.
- Within three months of being appointed, the post-holder will be expected to pass a “Trusted Assessor” Level 3 Qualification = paid for by Care & Repair in Powys.

Experience:

- Relevant experience of working as a handy person, and or tradesperson background.
- Understanding of Health and Safety at Work.
- Previous employment within a Housing Association or public sector environment. (Desirable)
- Supervisory experience. (Desirable)

Relevant Skills / Ability:

- Ability to use information technology to accept jobs, record your own time and use e-mail.
- The ability to use hand tools and move household items.
- Good customer service skills, with experience of dealing with the general public.
- The willingness to learn
- Be empathetic with a helpful attitude and pride in your work
- The ability to keep accurate records for job costing, time sheets and administration of the services.
- Excellent communication skills
- The ability to communicate in both Welsh and English. (Desirable)
- Two years-experience in a client service environment. (Desirable)
- A requirement to use ladders where necessary.

Personal Qualities:

- Capable of working to busy schedules.
- Capable of using own initiative and working unsupervised.
- A strong commitment to high quality customer service.
- Adopts a flexible approach to the requirements of the job.
- Adapts positively to change