

Job Role Profile

	Job Title:	Trades Assistant
	Department:	Facilities Management
	Direct Supervisor:	General Foreman
	Number of Direct Reports/Matrix Reports:	0 Direct 0 Matrix
	Location:	Quarriers Village, Bridge of Weir

1	<p>Job Purpose:</p> <p>Support the maintenance and repair of Quarriers facilities, ensuring a safe and efficient working environment.</p> <p>Assisting tradespeople with various tasks, performing routine maintenance, and responding to repair requests.</p> <p>Deliver project work allocated within strict deadlines.</p> <p>Liaise and communicate effectively with internal and external stakeholders Including front line staff and the people we support.</p>
2	<p>Dimensions: i.e. budget, no of staff, areas of work etc.</p> <p>Other:</p> <p>Organisation wide role covering on all geographical areas and sectors of the business when required.</p>

3	<p>Key Objectives and Accountabilities:</p> <ul style="list-style-type: none"> • Assist tradespeople (e.g., electricians, plumbers, carpenters) with maintenance and repair tasks. • Perform routine inspections and preventive maintenance on building systems and equipment. • Respond to maintenance requests and complete minor repairs. • Maintain tools and equipment, ensuring they are in good working condition. • Assist in setting up and dismantling work areas, including moving furniture and equipment. • Ensure compliance with health and safety regulations. • Undertake Portable Appliance Testing (full training will be provided). • Maintain accurate records of maintenance activities and report any issues to the Foreman. • Support the Team in various projects and tasks as needed.
4	<p>Key Performance Outcomes and Measures:</p> <ul style="list-style-type: none"> • Occasional overtime as required. • Work may involve exposure to various weather conditions and physical hazards. • Must be able to stand, walk, and perform physical tasks for extended periods. • Working within a team and lone working on a regular basis. • Occasional requirement to work outside of the Central Belt which may necessitate an overnight stay.
5	<p>Essential Knowledge, Skills and Experience for the role:</p> <ul style="list-style-type: none"> • Basic knowledge of building maintenance and repair tasks. • Ability to use hand and power tools safely and effectively. • Strong attention to detail and problem-solving skills. • Previous experience in a similar role or in a facilities management environment. • Basic certifications in relevant trades (e.g., electrical, plumbing). • Good communication and teamwork abilities. • Physical ability to perform manual labour, including lifting and carrying heavy objects. • Willingness to learn and adapt to new tasks and challenges.

- Must be approachable and flexible to the needs of the customer/client.
- Must be able to think on your feet and have good problem-solving skills.
- Good IT skills to be able to carry out necessary e-learning and annual training.
- Full UK driving licence essential.

Key Relationships:

Direct/Matrix Reports:

- No direct reports however the successful candidate will play a pivotal role in the sharing of cross functional skills and encourage a supportive culture within the team.
- Develop and maintain relationships with external stakeholders as appropriate. For suppliers and 3rd party contractors.

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