UNIVERSITY OF WARWICK

Job Description

Job title	Decorator
Department	Estates
Grade	FA4

Job purpose (a brief summary of the role)	Based within the Building Fabric team, the Decorator provides a decorating service across the University. This includes carrying out interior and exterior painting, decorating, plastering, skimming, tiling, carpeting and application of floor coverings as required.
Duties and responsibilities	**Technical** Respond to individual job requests via the job notification system, ensuring each job is resolved safely, efficiently and to the required standard within target SLAs. Provide a planned decorating and reactive remedial decorating service, assisting other trades where necessary to keep essential facilities open and usable and ensuring compliance with statutory testing and inspections, including: • Reactive response requests for emergency and general requests such as leak damage repair, severe mould treatment, dangerous loose tiles and urgent turnaround high priority decoration. • Wallpapering and wallpaper repairs. • Carrying out repairs to a variety of substrates specifically walls, ceilings and woodwork. • Repair and make good damaged, flaking, water stained and mouldy ceilings/walls where damp has come through. • Repair and renewal of defective wall and floor tiles/carpets. • Repair and replace coving. • Responsible for the upkeep of painting walls/ceilings, fixtures and fittings, wall papering as well as general internal and external paintwork throughout the University. • Carry out caulking and general sealant repairs to buildings. • Carry out patch plastering jobs. • Colour matching paints and measuring quantities as required, using specialist paints where required. Analyse, fault find and make decisions about the feasibility and logistics of the jobs to be undertaken, taking into account how long it will take, the equipment and materials needed and the potential cost liaising with the Builder/Decorator Supervisor when necessary. Maintain colour records of buildings, and advise on specification of paints, tiles and floor coverings. Undertake small or routine maintenance jobs which may arise in the execution of decorating duties. Provide advice or suggestions in relation to new materials, finishes and products and participate in the preparation, fabrication and installation of refurbishment, new projects and new work where required.

	Comply with all health and safety regulations and University policies and complete risk assessments on work variations. Identify and use the correct PPE. Ensure the correct permits are in place prior to commencing work. Understand and utilise record drawings including asbestos and fire drawings. **Organisation** Prioritise own workload and tasks, taking into account where the problem is, the nature of the problem, the number of people affected and the usage of the building. Take into account access times to spaces and arrange access with security when required. Record resolutions and feedback to problems to work instructions, complete electronic timesheets, service records and other work-related paperwork in priority order. Maintain the tools and equipment for which their team are responsible. Calculate and order the correct number of materials needed for each job using the ordering system. Identify and assess potential risk to individual tasks and formulate and/or comply with risk assessments and method statements. Complete jobs in a variety of different settings and environments. **Communication** Liaise with Supervisors, trades colleagues, contractors, Estates and other departmental staff throughout the University to advise and assist with planned and reactive maintenance, causing minimum disruption to university staff and other users. Provide technical expert advice that ensures the provision of a compliant high quality, safe, efficient and effective service **General** Drive University vehicles to transport staff, materials and tools around the University estate. Establish quantities and order equipment and materials needed for particular jobs or tasks and maintain stock items, using the ordering system. Ensure all works are completed to a high standard and work areas are left clean and tidy on completion. Comply with all health and safety regulations and University policies. Carry out manual work, lifting loads up to 25 kg, and work at heights. Undertake any other duties as from time to time may be required commensurate with the grade of the post.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A recognised apprentice background or equivalent training or significant years' practical working experience is required within the building industry, including decorating, skimming, plastering, tiling, flooring etc.	A & C
E2	City and Guilds/NVQ level 3 or equivalent in Painting and Decorating. Skills and experience in all elements of the role as detailed in the skills matrix (painting, wallpapering, tiling, carpeting and minor filling and plastering)	A & C
E3	The ability to organise, plan and prioritise own workload to meet SLAs and work with minimal supervision.	A & C
E4	Experience of dealing with high volume of reactive calls and dealing with them in an efficient and effective manner.	A & C
E5	Proven problem-solving ability to assess and resolve problems and use own initiative to investigate and diagnose problems and to escalate to the appropriate level.	A & C
E6	Ability to work as member of a team	A & C
E7	Effective oral communication and customer service skills.	A & C
E8	Written and basic IT skills to maintain appropriate records.	A & C
E9	Experience of planned preventative maintenance systems.	A & C
E10	Safe use of Hydraulic/Manual lifting platforms	A & C
E11	Safe use and erection of mobile tower scaffolding.	A & C
E12	Safe Entry into Confined spaces using emergency escape breathing apparatus.	A & C
E13	Awareness of asbestos materials and non-licensed removal works.	A & C
E14	Full, clean UK or EU equivalent driving licence.	A & C
E15	Ability to complete risk assessments and method statements for non-standard work and to escalate work which is beyond the safe capability of the post-holder.	A & C