

# FRA (Fire Risk Assessment) Carpenter/ Multi Skilled Technician

## Job Description

Our  
Vision

We provide  
excellent  
services to  
customers

and build  
new homes  
to help more  
people.

We make  
sure our homes  
are safe and  
sustainable

and strive to do  
more by making  
the most of our  
resources.

## About Paradigm Housing Group

Paradigm Housing Group is one of the South East's leading housing providers. We manage more than 17,000 homes across 30 different local authorities.

At Paradigm, we work hard and strive for excellence. In return we offer a great place to work and an attractive range of benefits, including a Health Cash Plan, bonus potential, a competitive pension scheme and 25 days holiday plus 3 days closure at Christmas.

We welcome applications from all sections of the communities we work in.

## Our Values

### Safer Together

The safety of our customers, colleagues and ourselves is a priority in everything we do.

- Putting safety first •

### Driving Improvement

We seek to do things better and deliver value to our customers.

- Commercial and financial awareness • Change and innovation • Delivery focus •

### Being Clear

We will communicate in a clear and consistent manner so that our customers, colleagues and stakeholders understand the high standards that we work to.

- Managing information • Communication • Planning and organisation •

### Acting thoughtfully

We make ourselves aware of our customers' and colleagues' circumstances and consider this thoughtfully and respectfully, and with attention to the impact on the environment when taking action.

- Involvement and inclusion • Customer focus • Integrity and respect •

### Working As One

We work collaboratively with others and take personal responsibility for delivering outcomes for our customers, colleagues and stakeholders.

- Teamwork and collaboration • Developing self and others •

**PARADIGM HOUSING GROUP LIMITED**

## JOB DESCRIPTION

<b>Post:</b>	<b>FRA (Fire Risk Assessment) Carpenter/ Multi Skilled Technician</b>
<b>Direct Reports:</b>	None
<b>Regular Contacts:</b>	Internally – Customer Services, PML Administration team, Managers, PML Technicians, HR Business Partner, and Housing Officers. Externally - Tenants, Supply chain partners, Landlords
<b>Responsible to:</b>	Fire Safety Works Manager
<b>Job purpose:</b>	FRA Carpenter/Multi skilled Technician

Paradigm's Compliance Team is an integral service required to ensure 100% compliance with the Fire Risk Assessment actions on all of our properties. You will carry out day to day Fire Risk Actions/maintenance and certification work including, Fire Door Maintenance, Fire Door Installation, Fire Stopping and general maintenance associated with the Compliance.

You will work unsupervised and in accordance with all Paradigm's policies and procedures to achieve a level of compliance and service whilst providing excellent customer service to our tenants.

### **Key Accountabilities:**

- To complete Fire Risk Assessment actions including
  - General Carpentry and Joinery
  - Fire Door Maintenance Certification
  - Fire Door Installation Certification
  - Fire Stopping Installation Certification
  - General maintenance FRA actions
- Certify your work to the required standard (FIRAS/BM Trada)
- To comply with commercial vehicle procedures and maintain vehicles assigned to your care.
- To ensure correct uniform and ID badge is worn at all times and PPE is used when appropriate.
- To be conversant with each risk assessment attributed to your work activity.
- To demonstrate a “duty of care” to our tenants and to report any issues to your immediate line Manager/Lead Technician.
- To carry out all works to a high-quality standard
- To take ownership of reporting any further works required.
- To provide a high standard of service to all our customers

- Perform Scheduled/Reactive Maintenance repairs
- Complete works to approved codes of practice and regulations
- Ensure all requirements as specified by the manufacturer of systems and fixtures are met

**Level of authority:**

You will be expected to work on your own and closely with team members. This to include problem solving together with your line Manager.

You directly report to Fire Safety Works Manager

**Required outcomes of the post:**

Success in this post will be measured by:-

- Self-Certification of work completed
- Jobs completed per day
- First time fix on all works
- Low recall rates
- Time keeping
- Audit scores
- Communication/Attitude to work
- Skill set

**Person Specification:**

In addition to fulfilling the role in a way that reflects our values, the attitudes and behaviours we expect from all staff and corporate objectives, this role requires the following:

- Relevant City & Guilds Part 1 & 2, NVQ2 or relevant experience (E)
- BM Trada Fire Door Maintenance Certification (P)
- BM Trada Q-Mark Fire Door Installation Certification (P)
- BM Trada Q-Mark Fire Stopping Installation Certification (P)
- Experience of completing FIRAS or BM Trada, associated certification.
- Experience working in repairs and maintenance in housing services.
- Experience of working in a building environment and completing repair work in occupied homes

- A knowledge of relevant legislation and/or Codes of Practice i.e. Construction, Building Regulations and Health & Safety
- Sound practical knowledge and experience of Passive fire risk works, small building works, basic plumbing, plastering, carpentry joinery, tiling and general maintenance services.
- Ability to work flexibly on own initiative and as part of a team.
- Ability to work under pressure and to tight deadlines.
- Full (preferably clean) driving license
- Able to demonstrate an understanding of, and commitment to excellent standards in customer service.
- Good communication skills with tenants, internal and external customers.
- Have basic knowledge of Health & Safety legislation and awareness and to comply with all procedures and working methods provided.
- An understanding and commitment to timekeeping and attendance

E = Essential

P = Preferable