

HOLKHAM

Job description

General Builder

LOCATION	Holkham and Wells-next-the-Sea, Norfolk
REPORTING TO	Estate Building Manager

The Holkham Estate

Our vision is to be the UK's most pioneering and sustainable rural estate.

The Holkham Estate extends over 25,000 acres. The land and property-based activities include residential and commercial lettings, property development, arable and vegetable farming, forestry, country sports, an inn, a holiday park, beaches, car parks, admissions, cafes, shops, concerts and events.

Estate Policy.

The Estate policy is to manage Holkham as a progressive commercial operation set within a thriving local community where rural values are upheld. The aim is to ensure the long-term prosperity of the Estate and of those who live and work on it

Overall job purpose

The General Builder is part of a Maintenance Team and is responsible to the Estate Building Manager for the planned maintenance and reactive repair of the Estate's properties, which includes 275 residential dwellings, 16 tenanted farms with associated outbuildings and the Grade I listed Holkham Hall. A significant proportion of the estate's properties are listed buildings. The General Builder will support the Property Department ensuring work is delivered within agreed timescales, budget and to the required standard.

Job description

The following is intended to provide guidance as to duties but it is not exhaustive. You will from time to time be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.

Specific duties will include:

Planned works and maintenance

Under the direction of the Estate Building Manager, support and assist the in-house team ensuring work is completed to a high standard and within agreed timescales.

Ensure that Health and Safety Regulations are met and Estate Health & Safety requirements are adhered to.

To ensure that all work is carried in accordance with relevant risk assessments and that risks are mitigated so work is carried out safely.

To ensure that the Company's policy and directives, codes of practice and regulations are complied with.

To support and assist the Holkham Building Maintenance Team in the repair and maintenance of the Estate properties.

To plan, prioritise and execute building work as required and within agreed timescales.

To dealing with brickwork, roof, groundwork and general maintenance repairs, including assisting with reactive property repairs.

Reactive works

To support the Holkham Building Maintenance Team and Building Manager to prioritise reactive works and ensure that reactive works are scheduled, resourced and completed within agreed response timescales to meet the requirements of the tenancy agreement to the satisfaction of the customer.

Property refurbishment

Where required support the Holkham Building Maintenance Team and Building Manager to inspect the property to agree specified works within the agreed approach to refurbishment.

When required, advise the Building Manager on property defects on void properties.

Where required support the Holkham Building Maintenance Team and Building Manager with cottage refurbishment and other Estate wide development projects.

Personal qualities

An organised planner with the ability to multi-task

Hands-on proven staff member with ability to execute timely and quality work

A knowledge of Listed buildings and conservation techniques

Good communicator

Ability to work from verbal and written instructions

A positive attitude and an ability to work calmly under pressure.

Ability to work as a team member so that goals are met.

Articulate with written recording.

Comprehensive knowledge of Building / Construction methods

Training

You will be required and encouraged to engage in a program of professional development during the season.