

 **JOB SPECIFICATION**

**Job Title: MAINTENANCE Operative**

**Local Job Title:**

**Reports to: Service Manager / Property Manager**

**JOB DESCRIPTION**

**Purpose and summary of job**

To carry out the day-to-day maintenance on the fabric of the building, its services and grounds in order to ensure that the site is maintained in a safe and efficient functional order.

**Main Duties and Responsibilities**

General Maintenance:

1. Liaise with Service Manager regarding maintenance work to be carried out.

2. Report any faulty appliances, damaged furniture / equipment and any other potential hazard to the Service Manager, who will advise accordingly.

3. Ensure the maintenance of the exterior of the site. This may include:

4. Keeping any sheds or outbuildings and areas in which waste is stored in a clean and tidy condition.

5. Clearing snow as well as gritting the drive, paths and any areas to which the Clients, Visitors or Staff have access.

6. Where applicable, cut the grass around the building as well as tending to any flowerbeds, hanging baskets, etc.

7. Cleaning all signs / lighting outside the site.

8. Under the direction of the Service Manager re-paint any areas of walls or woodwork which requires it. (It must be ensured that said paints or varnishes are used only in accordance with the manufacturers instructions. The area in which work is being done must also be kept well ventilated and safe for all Clients, Visitors and Staff ).

9. Undertake general plumbing duties as required, where this is not possible source a qualified person to carry out work.

10. Undertake general electrical duties as required, where this is not possible source a qualified person to carry out work.

11. Undertake general carpentry/joinery duties as required.

12. Maintain computer logs and records relating to works carried out.

13. Ensure all relevant building certification is kept up to date for inspection purposes.

14. Check the fire alarm points weekly, including fire exit and door retaining devices, and fire emergency lights as specified in Group procedures.

15. Ensure all extraction vents and lighting are kept clean; replacing any defective light bulbs.

16. Test and record all portable appliances as specified in Group procedures.

17. Record water temperatures as specified in Group procedures.

Health & Safety

18. Maintenance and Health and Safety checks and records eg water and fridge temperatures, fire alarm, exits and emergency lighting

19. Report immediately to the Service Manager any illness of an infectious nature or accident incurred by a client, colleague, self or other.

20. Understand and ensure the implementation of the Site’s health and safety policy, emergency and fire procedures.

21. Report any faulty appliances, damaged furniture or equipment and any potential hazard to the Service Manager or in their absence to the Head of Care.

General:

22. Ensure the company vehicles are kept daily serviced. I.e. Oil, water, tyre pressure & windscreen wash. Ensure that vehicle is legal including MOT and tax.

23. Promote and ensure the good reputation of the Site. To maintain and demonstrate a positive attitude towards clients, staff and others.

24. Ensure all equipment used is clean and well maintained.

25. Maintain / secure the Site’s vehicles and undertake driving duties if required.

26. Inform Service Manager or Person in Charge, and record made in appropriate file, of any visit to the site by Maintenance Staff

27. To demonstrate non-discriminatory practices in all aspects of work.

28. Notify the Service Manager as soon as possible of the inability to work, and also on return to work, from all periods of absence.

29. To support the development of the process, practice and delivery of Active Care and Recovery.

30. Maintain complete confidentiality of all matters concerning the Site, Clients, Staff and related work.

31. Participate in Staff and Client meetings and attend training sessions as required.

32. Participate in agreed systems of appraisal and individual performance review with the role of employee.

33. Understand and ensure the implementation of the Site’s Health and Safety Policy, Emergency and Fire Procedures.

34. To ensure quality targets are met in accordance with agreed standards.

35. Ensure the security of the Site is maintained at all times.

36. Adhere to all Group policies and procedures within the defined timescales, NCSC standards and guidelines, Department of Health guidelines and legislation, including the Mental Health Act and Code of Practice.

37. Carry out any other reasonable duties as required by the Service Manager or Person in Charge.

Emergencies:

38. Be ‘on-call’ for any emergencies, which may arise.

39. In the event of an emergency outside the control of the Maintenance person, it is the responsibility of the Maintenance person to carry out the actions detailed in the relevant Group procedures.

40. In such circumstances that a ‘fault’ cannot be rectified, details of said fault should be given to both the Service Manager and Head of Care as soon as possible so that services are not disrupted for lengthy periods and appropriate instructions can be given on action to take.

**PERSON SPECIFICATION**

**For new appointments, a selection panel will assess each of the points below against what you have written on the application form – so, as a job applicant, you should explain, by using examples from previous jobs, voluntary work or whilst you were in education, how you match these points.**

**To do this job effectively a person will need:-**

***Essential criteria for this post are shown in bold:***

**Knowledge**

1. **General maintenance knowledge preferably in electrical / plumbing and construction industry**

**2. Knowledge of current Health & Safety regulations**

**3. Understanding of central heating, laundry equipment as well as hot & cold water systems**

**4. Knowledge of local suppliers**

**Skills**

5. **Ability to maintain work logs**

6. **General IT ability**

7. **Painting and decorating skills**

8. **General joinery/carpentry skills**

9. **Basic plumbing skills**

10. **Ability to work well as part of a team**

11. **Ability to communicate well with a range of other people**

12. **Negotiation skills**

13. **Ability to solve problems**

14. **Ability to self motivate**

15. **Ability to highlight and resolve ongoing maintenance issues**

**Qualifications**

**At The Time Of Appointment**

**16. Full UK driving licence**

**17. Relevant NVQ2 or evidence of the same experience**

**Through Professional Development (whilst in post and provided as organisational need and available resources dictate or, through self-funding if preferred by the post holder)**

**N/A**

**Experience**

**18. Experience of working in a general Maintenance role including general electrical / plumbing / construction**

**19. General driving experience**

**20. Experience of working in a care environments**

This Job Description indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

Please add signature and date indicating acceptance of this Job Description.