



Job Description

Position: Maintenance Worker

Reporting to: Senior Maintenance Manager

Salary:

Responsibilities: To effectively maintain the building and grounds; security; heating and health & safety of designated Homes. You will ensure effective safety and security of the Home premises and property at all times providing a professional general maintenance service. Liaise effectively and politely with all stakeholders and contractors and represent the Company positively.

Key Responsibilities:

1. To be responsible for maintaining the building and grounds in line with health and safety requirements. This will include ability to assess repairs in accordance with established guidelines as to whether repairs are within post-holders capability or referred externally to contractor via the Senior Maintenance Manager.
2. To be responsible for ensuring the safe and efficient operation of mechanical, electrical, heating and water services on the premises, and ensure that safe levels of lighting, heating and ventilation are maintained.
3. To be responsible for carrying out repairs, painting and decorating, joinery repairs, tiling, plastering, plumbing and garden maintenance.
4. To be responsible for internal painting/decorating programme when required.
5. To liaise with other individuals/contractors regarding premises maintenance as required.
6. Carry out repairs to Home resources and equipment when appropriate
7. Clear roof guttering as part of maintenance programme and retrieve belongings
8. Demonstrate effective communication procedures
9. Demonstrate and practice effective security of Home premises and its contents.

10. To ensure that the premises and equipment are maintained in safe and healthy condition.
11. To undertake regular maintenance checking and logging in line with Company procedures and health & safety guidelines for fire, safety, water, lighting, electrics and mechanical.
12. Undertake and initiate risk assessments as required
13. Ensure relevant training is undertaken
14. Ensure all safety measures are followed and equipment used
15. To be responsible for general grounds maintenance including mowing, weeding, watering, planting.
16. Ensure grounds are safe and secure, free from litter and hazards.
17. Work on own initiative, particularly during school holidays and in emergencies, taking all necessary action to ensure the security and maintenance of the site and to prioritise workloads.
18. Such other duties, within the competence of the post-holder, which may be required reasonably from time to time.