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| **Job title**  | **General Maintenance Person** |
| **Directorate**  | Operations |
| **Reports to** | SDL or Area Manager (AM) |
| **Supervises** | Onsite Contractors  |
| **Budget** | To be agreed locally |
| **Grade** | TBC | **Date** | ##### |

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| **Purpose of the Job**The General Maintenance Worker will (a) perform general maintenance and repairs for assigned equipment and facilities and (b) regularly inspect, log and report items for specialist maintenance. |

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| **Main Duties** |

1. To be responsible for the undertaking routine maintenance tasks and minor general repair work including painting, building furniture, changing light bulbs, unblocking toilets, gardening, etc. as requested by the SDL/AM
2. To be responsible for the inspection, testing and routine maintenance of delegated systems and logging results e.g. fire alarm, nursing on call, security system, emergency lighting, etc. in line with procedures ensuring the systems are fully functional at all time and issues are reported and resolved.
3. To be responsible for inspecting and the routine maintenance of equipment in the unit including items belonging to service users e.g. wheelchairs, beds, etc. in line with contracts and good practice ensuring that defects are reported and resolved in a timely manner.
4. To be responsible for the Health & Safety of staff, service users and visitors within the scope of the maintenance role, ensuring that all hazards or potential hazards are reported and resolved in a timely manner.
5. Water management tasks – e.g. temperature checks and recording; outlet flushing (including little-used outlets)
6. Ensure that all materials and equipment are stored in accordance with procedures and manufactures’ instructors and safe systems of work are in place, when undertaking duties.
7. To be responsible for the regular check of the water system including temperature checks and ensure that defects are resolved and outcomes documented.
8. Ensure that if a particular job falls outside the training/skills of the post holder, it is reported to the SDL/AM and central Estates Team and a suitable contractor is appointed.
9. **NOTE**: the following items/aspects MUST NOT be undertaken by General Maintenance but instead be reported directly to central Estates Team:
	1. Any and all electrical work
	2. Any plumbing work (hot or cold)
	3. Any gas-related work
	4. Any work to Fire Doors
10. Coordinate onsite contractors ensuring health & safety is maintained and their work is completed to an acceptable level and signed off.
11. Maintain a “maintenance book” in which defects are recorded ensuring that issues are resolved in a timely manner.
12. To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your SDL/AM.
13. To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

**Working Relationships and Contracts:**

**Internal –** SDL/AM, Local staff, Central Office Estates Team, Central Office Health & Safety Team

**External –** Contractors

*This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder’s duties.*

Person Specification

**Essential Experience**

Qualifications:

* Educated to GCSE standard or equivalent in English and Maths
* Evidence of continued professional and personal development

Knowledge:

* A good Knowledge of routine maintenance
* Clean driving licence with category D1 entitlement
* Must be flexible as duties will include occasional weekends, evenings and bank holidays

Experience:

* Must have experience of driving mini buses
* Must be a team player to work alongside staff and service users
* Ability to plan and organise own workloads to ensure timetables, workloads and the requirements of the role are met
* Ability to deal with a wide range of enquires with tact and patience
* Ability to work to tight deadlines, whilst retaining accuracy

Technical/Work based skills:

* Ability to communicate clearly and accurately both verbally and in writing
* A confident decision maker with the ability to make judgements regarding urgent
* Ability to organise own workload and work with minimal supervision
* Ability to work as part of a small team and to contribute to its continuing development.
* Willing to learn and take on new tasks as required

**Desirable Experience**

Experience:

* Experience of database management
* Experience of dealing with contractors.
* Experience of liaising effectively with senior managers

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**SAFEGUARDING**

Livability is committed to safeguarding and promoting the welfare of adult, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

**EQUALITY AND DIVERSITY**

Livability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Livability aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve.  The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

**CHRISTIAN ETHOS AND VALUES**

The post holder must carry out all duties in a manner which is consistent with Livability values which are based on an inclusive Christian ethos.

**POLICIES AND PROCEDURES**

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

**CONFIDENTIALITY**

The post holder must ensure that any information relating to employees, service users and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

**HEALTH AND SAFETY**

The post holder must be familiar with Livability Health and Safety policies and guidelines.  All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.