

## JOB DESCRIPTION

### MAINTENANCE TECHNICIAN

<b>Job Title</b>	Maintenance Technician
<b>Responsible to</b>	Facilities Manager/Maintenance Team Leader/Regional Maintenance Team Leader
<b>Key Internal Contacts</b>	Other staff within the Facilities Team Staff in other departments within the Centre Service Users within the Centre Staff in other Centres in the Region Central Office Staff
<b>Key External Contacts</b>	Visitors to site Suppliers and Contractors External Inspectors Neighbours, Local Retailers

### JOB PURPOSE

To maintain buildings, equipment and plant to the high standards set by the company and external regulators

### KEY TASK AREAS AND RESPONSIBILITIES

- To support the maintenance team in operating the day to day response and planned maintenance, refurbishment tasks and repairs for the Centre
- To operate a planned system of general maintenance and repairs
- To maintain the good reputation of the Centre by ensuring that buildings and equipment have a neat and tidy appearance at all times and are clear of hazards
- To carry out weekly and monthly checks on heating, fire checks and water and record
- To assist in emergency evacuations and fire drills at the Centre and to assist in weekly checks on fire alarms
- To keep paths, drives and doorways from snow, ice leaves and debris
- To report any defeats, damage, theft, breakages or hazards to relevant staff
- To obtain maximum economy and efficiency in all works
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations
- To carry out weekly inspection on the site and maintenance vehicles and keep them clean and tidy for use
- To carry out weekly site walks to record and report any Health and Safety issues, maintain repairs and general improvements to site
- To liaise, under the direction of the Line Manager, with external contractors on work required beyond the scope of general maintenance
- To advise relevant staff members as required on all matters relating to plant machinery and equipment, including safety, state of repair and the purchasing of new equipment
- To ensure that all tools, equipment and machinery is maintained, used and stored correctly and safely

- To ensure that all tools are available, in good repair, and accounted for at all times
- To keep relevant records accurate and up to date
- To travel the other areas of the site or to suppliers to carry out any role responsibilities
- To lock up premises on day that the site is being used for out of hours activities as required and instructed
- To respond timely and with flexibility to urgent or last minute staff/service requirements as a service providing function of the Centre
- To support other members of the maintenance team to look after properties on the site and with work that requires extra members of staff to complete the task
- To report all compliments, comments and complaints
- To carry out all duties in a safe manner with regards to health, safety and welfare of self, staff, Service Users and other persons within the centre
- To have an awareness and empathy with the Service Users for whom the service is provided and to carry out duties being mindful of their needs
- To take part in the on call rota
- To ensure that the facilities provided are of a high standard at all times and to manage external contractors, ensuring that contractors fulfil their responsibilities, duties and tasks when on site under the direction of the Headteacher.
- To undertake and monitor contractors schedules of work and ensure the quality of completed projects in liaison with the Headteacher.
- To prioritise and organise planned and responsive workload for all areas of responsibility under the direction of the Headteacher.
- To develop maintenance programmes to cover responsive, cyclical and planned maintenance and repair work under the direction of the Headteacher.

## **General**

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection and Health and Safety policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

**PERSON SPECIFICATION**  
**MAINTENANCE TECHNICIAN**

	Essential	Desirable
<b>Experience</b>		
Experience of general maintenance	✓	
Experience of working to strict Health and Safety guidelines	✓	
Experience of keeping within set budget requirements		✓
<b>Skills, Knowledge and Aptitudes</b>		
Good working knowledge of plant and machinery	✓	
Knowledge of COSHH regulations		✓
Ability to work independently and as part of a team	✓	
Methodical approach to work	✓	
Commitment to completing day to day tasks effectively and timely	✓	
Effective communication skills, verbal and written	✓	
Basic IT skills		✓
Good organisational and time management skills	✓	
<b>Qualifications and Training</b>		
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
<b>Other</b>		
Commitment to the values of the organisation	✓	
Driving licence	✓	