

# Job Description – Maintenance and Grounds Technician



**Job Title:** Maintenance and Grounds Technician

**Location:** The post is located within a designated service and the post holder is required to ensure their role delivery and activity meets the agreed expectations of the Registered Manager or Regional Director

**Responsible to:** Site and Compliance Manager

**Job Purpose:**

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

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**Key Stakeholders:**

**Internal**

- Other staff within the Maintenance Team
- Staff in other departments within the Centre
- Service Users within the Centre
- Staff in other Centres
- Central Office Staff

**External**

- Visitors to site
- Suppliers and Contractors
- External Inspectors
- Neighbours, Local Retailers

**KEY TASK AREAS AND RESPONSIBILITIES**

- To take ownership / responsibility for all works undertaken
- To keep school grounds well maintained by carrying out ground maintenance, grass and hedge cutting, de-weeding and any other tasks as directed.
- 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 including decorating
- Maintain communal pathways, shrubs, grounds and car parks.

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- 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 and record weekly and monthly checks on heating, fire checks and water
- To assist in emergency evacuations and fire drills at the Centre and to assist in weekly checks on fire alarms
- To carry out weekly site walks to record and report any Health and Safety issues, maintain repairs and general improvements to site
- 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
- Maintain cleanliness and general tidiness of all external hard areas
- Clean and clear all drains and gullies to ensure effective and healthy operation
- Inspect outside fabric of building, report/repair defects as appropriate
- Inspect all fences, gates, walls, steps, lights, etc. Report/repair defects as appropriate
- To undertake associated grounds checks, and to respond to and undertake emergency grounds 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 liaise with external contractors on work required beyond the scope of general maintenance and to report and advise the Facilities Manager and Registered Manager, as required
- 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

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- To travel to the other areas of the site or to suppliers to carry out any role responsibilities
- 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 Facilities team to look after properties on the site and with work that requires extra members of staff to complete the task
- To contribute to the writing of risk assessments and procedures for maintenance tasks, in accordance with Company policies
- 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 report all compliments, comments and complaints
- Provide a weekly account of all work completed

## 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.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- 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

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I have read through the job description and agree to perform the duties as outlined above

### Job Holder's signature

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_