

JOB SPECIFICATION



POST TITLE: Maintenance Operative

RESPONSIBLE TO: Service Manager

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

MAIN 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 Matron / Manager, who will advise accordingly.
3. Ensure the maintenance of the exterior of the Service. This may include:
 - I. Keeping any sheds or outbuildings and areas in which waste is stored in a clean and tidy condition.
 - II. Clearing snow as well as gritting the drive, paths and any areas to which the Clients, Visitors or Staff have access.
 - III. Where applicable, cut the grass around the building as well as tending to any flowerbeds, hanging baskets, etc.
 - IV. Cleaning all signs / lighting outside the Service.
4. 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 manufacturer's instructions. The area in which work is being done must also be kept well ventilated and safe for all Clients, Visitors and Staff).
5. Check the fire alarm points weekly, including fire exit and door retaining devices, and fire emergency lights as specified in Group procedures.
6. Ensure all extraction vents and lighting are kept clean; replacing any defective light bulbs.
7. Test and record all portable appliances as specified in Group procedures.
8. Record water temperatures as specified in Group procedures.

General:

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

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10. Ensure all equipment used is clean and well maintained.
 11. Maintain / secure the Service's vehicles and undertake driving duties if required.
 12. Inform Service Manager or Person in Charge, and record made in appropriate file, of any visit to Service by Maintenance Staff
 9. To demonstrate non-discriminatory practices in all aspects of work.
 10. Notify the Service Manager as soon as possible of the inability to work, and also on return to work, from all periods of absence.
 11. To support the development of the process, practice and delivery of Active Care and Recovery.
 12. Maintain complete confidentiality of all matters concerning the Service, Clients, Staff and related work.
 13. Participate in Staff and Client meetings and attend training sessions as required.
 14. Participate in agreed systems of appraisal and individual performance review with the role of employee.
 15. Understand and ensure the implementation of the Service's Health and Safety Policy, Emergency and Fire Procedures.
 16. To ensure quality targets are met in accordance with agreed standards.
 17. Ensure the security of the Service is maintained at all times.
 18. 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.
 19. Carry out any other reasonable duties as required by the Service Manager or Person in Charge.

Emergencies:

1. Be 'on-call' for any emergencies, which may arise.
2. 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.
3. 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.

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SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- General maintenance knowledge / experience, preferably in electrical / construction industry
- Good communication skills
- Confident / Team player
- Clean driving licence

Desired:

- Understanding of central heating, laundry equipment as well as hot & cold water systems
- Knowledge of current Health & Safety regulations

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

JobholderSigned Date:

ManagerSigned Date: