**Job description: Maintenance Manager**

JOB TITLE: Maintenance Manager

DEPARTMENT: Maintenance

REPORTS TO: Hospital Manager & Regional Facilities Manager

ACCOUNTABLE TO: Hospital Manager & Regional Facilities Director

**Job Purpose**

To be responsible for all routine maintenance, repair and installation work completed on the Cygnet site, ensuring that it is carried out efficiently and within budget and to supervise the Maintenance Assistants.

Line management for the maintenance department.

# Key Duties

1. To respond to maintenance requests and carry out day-to-day maintenance and repairs to a high standard, ensuring that a safe and pleasant environment is maintained for staff, service users and visitors.
2. To prepare and complete works in line with the planned preventative maintenance plan and help implement the plan in a timely fashion, including completing redecoration work.
3. To identify work required, undertaking minor renovations of the building, services and equipment. If necessary, to prepare specifications, arranging estimates and the tendering process for outside contractors.
4. To be responsible, in conjunction with the Regional Facilities Manager, for negotiating and agreeing contracts for maintenance supplies and contractors. To be responsible for the supervision of external contractors on site as necessary.
5. To ensure regular communication with the Regional Facilities Manager and adherence to the QFM and Data Station systems.
6. To attend and participate in Hospital Heads of Department meetings and to support the Senior Management Team in the smooth running of the hospital.
7. To attend and participate at the Hospital Health & Safety meetings and to be part of the Audit Committee.
8. To ensure the hospitals perimeter is checked on a daily basis and the maintenance department support the hospital is ensuring it operates within the low secure standards as nationally recognised. This will include active participation in security related matters, such as attendance at security meetings and inducting new starters in the use of staff attack alarms.
9. To ensure that appropriate stocks of maintenance consumables are available at all times, while being mindful of unnecessary surplus.
10. To liaise with other departments when carrying out work to ensure minimum disruption and inconvenience to staff and service users.
11. To operate, store and maintain all tools and equipment in accordance with Cygnet Health Care Health and Safety policy and procedure and any specific regulations which apply.
12. To ensure that security protection is properly operated and maintained.
13. To agree with other departmental staff the continuity of the maintenance person responsible for on-site cover at all times, this is particularly important should you need to be off-site during working hours for any reason.
14. To provide out of hours emergency cover in accordance with the on call rota. An agreed allowance is reflected in your salary to cover being on call, which is inclusive of any work carried out due to being called out. In addition to the allowance you will be paid a mileage allowance or reimbursed for public transport used to get to and from the hospital.
15. To maintain accurate records as required, including records of all regular tests, for inspection by statutory bodies.
16. To comply with relevant legislation, regulations (including planning and building), registration requirements, corporate policy, procedure and standards, and local protocol, including attendance at training provided by the company.
17. To compile an evidence folder that demonstrates compliance with points 13 and 14 above, that can be submitted to the Hospital Manager and Regional Facilities Manager for their review.
18. To generate ideas for and conduct audits in line with the Hospital’s Quality Improvement Plan, and assist with Care Quality Commission standard attainment.
19. To ensure any work carried out has been assessed with regard with the risk to self, colleagues, service users or other staff, and arrangements are in place to work safely, and manage the risk, in accordance with Cygnet Health and Safety policy and procedure.
20. To complete all Mandatory & Statutory Training provided in and outside of the hospital.

This job description will be reviewed yearly as part of the process of annual individual performance review. It is a guide to the duties of the post and not an inflexible, exhaustive specification. It is subject to review and may be altered in the light of future developments.

The post of maintenance is seen as an integral part to the smooth running if the hospital. An individual’s flexibility and good close working relationships with colleagues will therefore be of paramount importance.

NOTE:

This Job Description is not exhaustive and may change as the post develops, but such change will not take place without consultation between the post holder and his/her manager.

The post holder is required to conform to Cygnet Healthcare policies on health and safety, fire procedures and confidentiality and to attend any training sessions as required.

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

Post holder

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

Manager

**Person Specification**

**Maintenance Manager**

|  | **ESSENTIAL** | **HOW TESTED** |
| --- | --- | --- |
| **Training & Qualifications** | * Training related to building or maintenance work * Training related to supervision and management of staff | * Application Form * Interview * References * Proof of qualifications and professional registration if relevant |
| **Experience** | * Experience of working in the building trade/estate management * Experience of managing budgets * Experience of working in a busy and demanding environment, dealing with a range of pressures and expectations. * Experience in supervising and managing others * Experience of carrying out inspections | * Application Form * Interview * References |
| **Knowledge & Skills** | * Knowledge of H&S, COSHH and RIDDOR regulations * Good written and verbal communication skills * Good time management skills and ability to prioritise own work and work towards targets/deadlines * Effective team worker * Good IT skills * Clear understanding of the nature of work in Mental Health Environment and the risks involved * Ability to work as an active member of the hospital team * Knowledge of IOSH and Legionella awareness | * Application Form * Interview * References |
| **Other** | * An understanding and positive regard for the needs and rights of people in your service, their carers and families * A demonstrable ability to work under pressure * Ability to work to ensure effective communication with employees, management and contractors * Ability to adapt to changing environments, needs and demands * Interested in further professional development * Able to complete Breakaway – Personal Safety Training * Approachable, friendly and reliable * Able to maintain professional boundaries * Strong work ethic and commitment to the objectives of the hospital * Able to show flexibility and adaptability when required | * Interview / Assessment |