**JOB DESCRIPTION**

**Job Title:** Maintenance Operative/Assistant

**Reports to:** Estates Manager

**Accountable to:** Hospital Manager

**Job Purpose:**

To undertake, or assist with undertaking, repair and maintenance work, plus occasional new installation work, throughout your allocated service at Cygnet, providing a customer focussed and cost effective service. The maintenance assistant will assist in the inspection and upkeep of your allocated site property and ensure that routine maintenance is carried out

**Main Duties & Responsibilities:**

* To be responsible for the day to day maintenance of the hospital building, plant service and grounds on the site.
* Toundertake all repairs and reactive maintenance works as needed and required, through liaising with the Estates Manager
* To be responsible for planned preventative maintenance and report any faults and discrepancies to the Estates Manager.
* To carry out all painting and decorating to the internal and external of the hospital to a high standard ensuring and excellent first impressions.
* To carry out all regular in house checks, i.e. water, lighting fire alarms, HVAC equipment and all statutory inspections of services and plant.
* To log all in house checks in the appropriate maintenance files.
* To make staff on the wards you are working on aware of where you are and what tasks you are carrying out at all times.
* To work at other Cygnet units if and when the operation requires.
* To be responsible for all materials used, being mindful of waste.
* To ensure the appropriate stocks of maintenance consumables are kept at all times, whilst being mindful of unnecessary surplus and ensuring stock takes are complete and recorded.
* To operate, store and maintain all maintenance equipment and tools and ensuring they are kept in good working order.
* Ensure any work you are carrying out has been risk assessed with regards to harm to yourself, patients, staff or visitors and all safe working practices are being carried out.
* To ensure all chemicals and hazardous goods are stored in compliance to COSHH regulations.
* To observe all COSHH and health and safety regulations as well as maintaining an asset register for all paint and chemicals used within the maintenance department.
* To familiarise yourself with all Cygnet Healthcare policies and procedures, as well as the operational standards and practices of the maintenance department.
* To supervise all sub-contacted labour on site.
* To ensure that all permit to work systems are adhered to Cygnet staff and sub-contractors.
* To notify the Maintenance Manager of any personnel related issues as soon as the issue arises.
* To deputies as Fire Manager in the absence of the Maintenance Manager.
* To deputies for the Maintenance Manager due to annual leave or sickness the maintenance assistant must ensure that he/she has a detailed understanding of:
	+ The functioning of all plant within the hospital
	+ The administration work as it relates to the maintenance department.
	+ The submission of timesheets for pay roll purposes.
* Attend as directed and comply with arrangements for induction, and other training and development activities in accordance with the Cygnet Procedures for training and development, the health and safety at work act 1974 and the nursing homes registration act 1984.

**General Issues**

* To wear the approved and correct uniform at all times when on duty, and to prominently display Cygnet ID badge and name badge if appropriate.
* To adhere to all Cygnet Policies and procedures, copies of which are available from your Manager.
* Training will be provided in all aspects of maintenance systems within the hospital. You should not carry out any specific tasks for which you have not received training.
* Attendance is required for all mandatory/departmental training.

**This document outlines the duties required for the time being of the above post to indicate the level of responsibility. It is not a comprehensive nor exhaustive list and the Estates Manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.**

**Communication**

Demonstrate good communication skills and be able to interact confidently with all levels, internally and externally.

**Confidentiality**

In the course of your employment with Cygnet Health Care you may handle unless it is necessary in the pursuance of your legitimate duties confidential personal information concerning either patients or staff which may be held by the Company. You must not read, discuss, disclose or pass on confidential information.

Unauthorised disclosure of such information will be treated as a serious disciplinary matter. In addition it is important that you realise that if this confidentiality is breached, this may result in civil proceedings or a criminal prosecution.

This confidentiality must continue at all times and this agreement will continue beyond your period of employment with Cygnet Health Care.

**Health and Safety**

You are required to make positive efforts to maintain your own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. You are also required to be aware of and comply with Cygnet’s policies on health and safety, etc.

All employees are required to take reasonable care to avoid accidents or injuries, which could cause harm to them or other people. Use all protective equipment and clothing as provided by the Maintenance department for the safe completion of your duties.

**Equal Opportunities**

The aim of Cygnet’s policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, creed, sex, marital status, disability, and age, and nationality, ethnic or national origins. The company commits itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and provides of its services are treated according to their needs. The policy also applies to staff working within Cygnet Health.

**Service User and Carer Involvement**

Cygnet is committed to developing effective user and carer involvement at all stages in the delivery of care. All employees are required to make positive efforts to support and promote successful user and carer participation as part of their day to day work.

**Personal Development**

Your development will be assessed using Cygnet’s Performance Appraisal Review process. You will have the opportunity to discuss your development needs with your manager on an annual basis, with regular reviews.

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Job Holder Name Signature Date

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Manager Name Signature Date