HOSPITAL: Cygnet \_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB TITLE: **Maintenance Manager**

DEPARTMENT: **Estates**

REPORTS TO: As applicable for the site (Regional Facilities Manager and Hospital Manager or Site Services Manager.)

ACCOUNTABLE TO: As applicable for the site (Regional Facilities Manager and Hospital Manager or Site Services Manager.)

**Job Purpose**

To maintain a pleasant and safe environment for persons in our care, staff and visitors.

Responsible for line managing the Maintenance Operatives for all planned and reactive works across the Cygnet site(s) ensuring that all jobs are carried out to a high quality standard and compliant to all health and safety regulations.

Any requests from your direct line manager (Regional Facilities Manager), Service Management Team are dealt with in the agreed timeframe whilst building a good and professional working relationship with all relevant parties internal and external of Cygnet Group.

# Key Duties

**Management**

1. Report directly into your Line Manager (Regional Facilities Manager) complete any reasonable requests given in line with work duties and provide regular updates, and plan meetings with your RFM.
2. To attend and participate in Heads of Department meetings and to support the Senior Management Team in the smooth running of the service.
3. Conduct regular planned meetings with the site maintenance teams of planned works and any updates from the site operations team.
4. Attend Daily team meetings with Operational site staff to plan /prioritise works for that day and or be made aware of any issues, repairs or status of site which might affect any organised works.
5. To ensure all mandatory requirements, supervision training are completed, up to date and conducted on time.
6. To maintain a good and professional working relationship with all relevant parties internal and external of Cygnet Group ensuring regular communication of all estates works.
7. Manage repair and installation work completed on the Cygnet site, ensuring that it is carried out efficiently, within budget and supervise the Maintenance Operatives.

**Planned and Reactive works**

1. Daily review of all reactive works and priorities any request ensure they are planned in with the relevant site team, adhere to all health and safety and Cygnet policy regulations and completed to a high quality standard
2. Ensure planned Maintenance is completed within the given timeframe and adhere to Cygnet policies and procedures documenting as necessary.
3. Complete internal site audits as per policy and procedures. Identifying actions and raise any concerns timely manner.
4. Where required attend all relevant H&S, environmental assessments/audits and inspections, complete any actions in the time given.
5. If materials or equipment are required to complete a task then this must be purchased through agreed supply chain, budget is managed and discussed with the Regional Facilities Manager.
6. To ensure that appropriate stocks of maintenance consumables are available at all times, while being mindful of unnecessary surplus.
7. Identify any works that cannot be completed in house safely, report these directly to your line manager which is the Regional Facilities Manager.
8. All relevant PPM files are completed, up to date, to a high standard, in good order and compliant to Cygnet Policy.
9. Ensure that the site are following the correct protocol for out of hours in line with Cygnet Policy.
10. To ensure any work carried out has been assessed with regard with the risk to self, colleagues, persons in our care 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

**Systems of Work**

1. Support your line Manger completing any actions from the Health & Safety Portal
2. Manage the Facilities Management portal ensuring all planned and reactive jobs are updated with the relevant information and once completed are closed off the system in a timely manner
3. If materials or equipment are required to complete a task then this must be purchased through agreed supply chain via Estates Helpdesk or via you trade cards ensuring budget is managed and discussed with the Regional Facilities Manager

**Contractor Management**

1. Identify any works that cannot be completed in house safely, report these directly to your line manager The Regional Facilities Manager for approval and engage with relevant contractors to quote for the appropriate works.
2. When an external contractor attends site to carry out any works ensure that a purchase order number is provided and that all relevant RAMs are in place and being adhered to. Site induction has been completed in guidance with Cygnet policy.
3. Agreement of any contractor works must be communicated with the site and share the scope of works and schedule ensuring the Operations team are in agreement with the proposed works.
4. Within agreed working hours when contractors attend site ensure they follow Cygnet Policies and Procedures at all times.
5. To assist and support with any planned project works being managed by the Estate Team.

**Training**

1. Ensure all mandatory training is up to date and completed within the timeframe.
2. Ensure the Maintenance Operatives training is up to date and they are compliant.
3. Ensure all induction records are completed for any new members of the Maintenance team on the site.

 **Health & Safety**

1. To operate, store and maintain all tools and equipment in accordance with Cygnet Group Health and Safety policy and procedure along with any specific regulations which apply including hand tools as well as power tools.
2. To comply with all relevant legislation, regulations and Cygnet policy and procedures for any planned and reactive works.
3. To ensure any work carried out has been assessed with regard with the risk to self, colleagues, persons in our care 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.
4. Where possible attend all Health and Safety assessments and complete all actions with in the agreed time frame.
5. Take personal responsibility for your own Health and Safety and others impacted by the works you carry out.

 **Tasks**

The following is a cross section of typical tasks carried out by Cygnet on-site Maintenance Managers subject to competency and completion of risk assessment.

* Supervision of Staff with in the estates team
* Managing the estates budget at site level
* Keeping site compliant
* Ensuring stock levels are correct
* General decoration work (Internal and external)
* Basic Plumbing (replacing outlets, flush buttons, leak repairs, cisterns)
* Basic electrical work (like for like change of light fittings, lamp replacements, outlets and plug sockets)
* Minor upgrade works (Mounting Kitchen/office storage units, shelving, and worktop installation)
* Chaperoning contractors/visitors
* General and temporary repairs to building including doors, furniture, windows etc.
* Basic Grounds keepings
* Jet washing
* Security checks (non PPM)
* Maintenance and plant area housekeeping
* Driving duties for all maintenance related issues
* Drain/gutter clearance
* Office/bedroom moves
* Window/grille cleaning
* PPM Tasks ( Per Planed Maintenance )

**NOTE:**

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

When required attend other Cygnet sites and carry out any requested works from the management team

The post holder is required to conform to Cygnet Group 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**

|  | **Desirable**  | **HOW TESTED** |
| --- | --- | --- |
| **Training & Qualifications** | * Training related to building or maintenance work
* Training related to supervision and management of staff
* Training related to health & Safety Management
 | * Application Form
* Interview
* References
* Qualifications and Certification
 |
| **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
* Experience of managing statutory requirements in testing and recording.
 | * Application Form
* Interview
* References
* Qualifications and Certification
 |
| **Knowledge & Skills** | * Knowledge of all Health and safety requirements with the job specification
* Good written and verbal communication skills
* Good time management 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
 | * Application Form
* Interview
* References
* Qualifications and Certification
 |
| **Other** | * 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
* Complete all relevant training requirements
* 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
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