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**JOB DESCRIPTION**

**Job Title: Estates Support Team Worker**

**Department: Facilities Team**

**Responsible to: Estates Support Team Leader**

**Location: Based at International Community Centre but with regular travel to other Nottinghamshire YMCA sites across Nottinghamshire & East Riding of Yorkshire regions.**

**Hours: £37.5 hpw**

**Salary: Whatever YMCA Fair Pay is**

**Job Purpose**

* To visit sites regularly as directed to ensure the maintenance, security, safety and upkeep of all the Association’s assets.
* To work in partnership with the Facility department & other departments to ensure the wider association assets / estates are maintain to our statutory compliance.
* To support the development of an organisational culture that puts our Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

**Principal Responsibilities**

1. **Equipment Management:**
   1. Day to day management, inspection, operations of building management system & equipment
2. **Preventive Planned Maintenance**
   1. Adherence of inspection regimes for all PPM and necessary corrective action plans for non compliance.
3. **Communication**
   1. Ability to communicate within workforce and departments across the wider association.
   2. To support/supervise external contractors on site
4. **Inspection**
   1. A thorough understanding of internal quality assurance inspection criteria
   2. Inspect and maintain building systems (heating, water, fire panel)
   3. Inspect facilities periodically to determine problems and necessary maintenance
   4. To inspect and carry out repairs or preventative maintenance as required
5. **Time Management**
   1. Ability to plan, coordinate and complete repairs in a timely fashion
   2. Accurate and prompt updating to the EST Leader of any issues
   3. Managing contractor appointments
   4. Meet deadlines in a professional & polite manner
6. **Reactive Repairs**
   1. To performance trade reactive repairs as required to good standard.
   2. To ensure that all allocated maintenance work (e.g. plumbing, electrical work, joinery, painting and decorating, etc) is undertaken effectively
7. **Minor & Major Approved Projects**
   1. Form part of the project planning team.
   2. Completion of all planned works in accordance with project plan to a timely fashion
8. **Safety Regulations**
   1. Abide all Health & Safety policies & procedures
   2. Ensure adherence to quality standards and health and safety regulations
   3. Correct usage of equipment in line with Risk & COSHH assessment and also local client policies, ensuring staff records are up to date.
9. **Teamwork**
   1. Being resourceful and self-motivated
   2. Able to resolve complaints quickly and efficiently
   3. Able to work as part of a team or individual unsupervised
10. **Fleet Vehicles**
    1. To comply with internal driving/tracker policy
    2. Undertake daily/weekly vehicle checklist
11. **Supply Chain Management**
    1. To identify / manage / report stock levels of materials

**Responsibilities of all YMCA staff, casual workers and managers**

**1 Ambassador for the YMCA**

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.

**2 Other Duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3**  **Discretion to Act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate manager.

**4** **Relationships and Confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5 Association Ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association’s Health and Safety policies at all times.

**Line Management Responsibility:**

No direct line management responsibilities but the post holder will be expected to supervise temporary staff, casual workers, trainees, work placements etc as required

**PERSON SPECIFICATION**

**Please ensure that you address all the requirements marked with an “A”**

**in the final column as we will be looking for this information when Shortlisting**

**Job Title: Maintenance Worker**

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| ***Area*** | ***Criteria*** | ***How Assessed\**** |
| **Experience / Knowledge** | 1.1 Experience of working in a trade position eg plumber, joiner, decorator | A, I |
| 1.2 Significant experience of maintenance / caretaking in a work environment | A, I |
| 1.3 Experience of working in a supported housing environment (desirable) | A, I |
| 1.4 High level knowledge of Health and Safety legislation particularly in relation to COSHH, lifting and handling etc | A,I,T |
| **Education/ Training / Qualifications** | 2.1 Relevant trade qualification to B Tec / City and Guilds level or higher | A, I, D |
| 2.2 Full clean driving license and the ability and willingness to drive Association maintenance vehicles as required | A, I, D |
| 2.3 Good basic level of education (literacy, IT skills and numeracy) | A, I, D |
| 2.4 Working at Heights and PASMA qualifications (desirable) | A, I, D |
| 2.5 Legionella/Asbestos Awareness (Not essential will form part of training development) | A, I, D |
| 2.6 Experience in Decorations / Tiling / Plastering | A, I, D |
| **Skills & Abilities** | 3.1 Ability to work as part of a team and on own initiative without supervision | A, I |
| 3.2 Ability to work effectively with refugees, adults at risk and young people | I, T |
| 3.3 Good communication skills | A, I |
| 3.4 Ability to multi task using effective organisation, time management and planning skills | I |
| 3.5 Excellent organisational and time keeping skills | I |
| 3.6 Ability to work with discretion and integrity and work with confidential information appropriately | I |
| **Other work related requirements** | 5.1 Ability to support the Christian core values of the Association | A,I |
| 5.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service **OR** hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service | A,D |
| 5.3 Ability to understand the needs of people from diverse cultural, social and racial backgrounds | A,I |
| 5.4 Physically able to climb ladders, carry goods and undertake a range of physical tasks such as decorating, mowing, digging etc | A, I |
| 5.6 Ability to work flexibly to meet the needs of the service including evenings (including late evening / nights), weekends and bank holidays and participation in on call duties as required | A, I |

**\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test,

(D) From Documentary evidence e.g. references, qualifications (proof of relevant qualifications will be required at interview), driving license etc

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children and adults at risk*