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**JOB DESCRIPTION**

**Job Title: Maintenance Worker**

**Department: Facilities**

**Responsible to: Maintenance Manager**

**Location: Goole Hostel**

**Hours: 37.5 per week to include early mornings, weekends and evenings as required including half hour unpaid break**

**Salary: £17,128.13 per annum**

**Job Purpose**

* To visit sites regularly as directed to ensure the maintenance, cleanliness, good decoration, security, safety and upkeep of all the Association’s properties including decorating, plumbing, gardening, labouring, joinery and undertaking caretaking duties
* To work in partnership with other maintenance teams as required
* 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. To ensure that all allocated maintenance work (e.g. plumbing, electrical work, joinery, painting and decorating, etc) is undertaken effectively
2. To undertake gardening and caretaking duties (e.g. building or moving furniture, mowing lawns, unblocking sinks, window cleaning removing graffiti, clearing litter etc) including working at heights as required
3. To implement a cyclical maintenance and caretaking programme
4. To work with colleagues, managers, residents and contractors to ensure the health, safety, cleanliness and security of the hostel and transitional homes
5. To undertake PAT testing of Association owned and residents equipment (training will be provided) as required
6. To deal with maintenance emergencies outside of normal working hours
7. To order equipment and supplies using the agreed procedures and maintain appropriate stock levels
8. To report illegal or unacceptable behaviour and work with other staff to address such issues
9. To undertake administrative tasks, including report writing, as required
10. To assist with the induction of all new residents and help with the relocation of residents
11. To be involved in tenant life skills programme as required

**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 electrician, 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, D |
| 2.2 Good basic level of education (literacy, IT skills and numeracy) | A, I, T |
| 2.3 Working at Heights and PASMA qualifications (desirable) | A, 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 |
| 5.5 Full clean driving licence and the ability and willingness to drive Association maintenance vehicles as required (Desirable) | A, I, D |
| 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*