

JOB DESCRIPTION

Job Title: Maintenance Worker
Department: Facility Team
Responsible to: Maintenance Team Lead
Location: Primarily Mansfield / Worksop (County) area.
Hours: 37.5 per week (Core Working Hours)
Salary: £17,441.33 per annum

Job Purpose:

- To work proactively with the Maintenance Manager and Team Lead to maintain 100% business and operational continuity in line with departmental Operational & Strategic strategy across the wider association.
- Reporting to the Maintenance Team Lead, responsible for ensuring the safe delivery of effective, efficient and economical day to day maintenance tasks, new and alteration works to ensure the safety of colleagues, service users and visitors and that they experience a pleasant and cared for environment.
- To drive the departments Quality Assurance Framework, focussing on Efficiency, Effectiveness & Economy.

Principal Responsibilities

1. Responsible for the professional completion of general maintenance tasks within competency skill set and necessary action plan for non-completion of the following:
 - a. Reactive Maintenance Repairs (AMIS/Salesforce)
 - i. Inclusive of Departure's / Notice to Quit
 - b. Preventative Planned Maintenance (Statutory Building Inspections)
2. Maintain all aspects of Health & Fire Safety, including compliance with applicable safety regulations, ensure full adherence of departmental risk assessment.
3. Statutory Building Compliance, to support & carry out inspection & reporting across association wide assets as and when required.
4. Quality Assurance Framework: Support the deliverance of the department core values:
 - i. Performance Metrics (Efficiency of services)
 - ii. Customer Strategy (Effectiveness of services)
 - iii. Financial Data (Economy of Services)
5. Line / Stakeholder Management: Must maintain good working relationships with our stakeholder managers for the deliverance of professional soft and hard services.
6. Contractor Management:
 - a. Support the access/supervision of approved works to all estates.
7. Supply Chain / Stock Management:
 - a. To have access to all available accounts & preferred suppliers list for procurement of materials / services in line with association purchasing policy.
 - b. To ensure a robust stock management procedure are in place across portfolio to provide accountability of stock on request.
8. Vehicle Management: You must hold a UK Driving License, (any endorsement over 3 points must be declared prior for approved dispensation). All drivers must:
 - a. Read and sign the association Driving Policy, been issued a Driver Tracker
 - b. Complete daily, weekly vehicle checklist
 - c. Ensure and adhere to the vehicle Insurance & breakdown procedures

- d. Ensure vehicles have a valid parking permit
 - e. Use of Fuel Cards and completion of the fuel work ticket.
 - f. Have full understanding of Road Traffic Accidents procedures and adherence.
9. Out of Hours: must have flexibility to remain and deliver emergency repairs outside of normal working hours

General Responsibilities

1 Other Duties

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

2 Discretion to Act

To exercise discretion in the performance of the duties of the post and to use best practice commensurate with the safety of clients and colleagues, and 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.

3 Relationships

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 is extremely serious and may lead to dismissal

4 Personal Development

To play an active role in the development and implementation of your individual development plan.

5 Association Ethos

To support the Christian aims, objectives, ethos and core values of the Association. The Association is committed to equality of opportunity in recruitment, employment and service delivery and expects all staff 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

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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 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 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 (will form part of training development)	A, I, D
	2.6 Experience in Decorating / 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 Good communication skills	A, I
	3.3 Ability to multi task using effective organisation, time management and planning skills	I
	3.4 Excellent organisational and time keeping skills	I
	3.5 Ability to work with discretion and integrity and work with confidential information appropriately	I
Other work related	5.1 Ability to support the Christian core values of the Association	A,I

requirements	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 <u>plus</u> 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