

Job title:	General maintenance worker
Reports to:	Operational Manager
Department:	Plas Bellin and Sunraye
Main purpose of the role:	Responsible for ensuring all remedial maintenance is carried out within the projects, undertaking health & safety and caretaker tasks. The Maintenance Worker will liaise with the operational manager on preventative, remedial and planned maintenance within the project ensuring that a good standard of service is given to all of our residents.

Core Responsibilities:

- Initiating maintenance service and repairs pertaining to buildings.
- Oversee the work of external maintenance contractors.
- Managing and maintaining planned maintenance schedules of work.
- Completing Health and Safety records, when required.
- Ensuring paperwork is completed in a timely and efficient manner.
- Check the repairs log and attend to items listed reporting back when completed
- Attend to all remedial maintenance work as discussed with the operational manager
- Assist with room changeovers where necessary including manual lifting of furniture in accordance with manual lifting training
- Property inspections, identifying any issues repairs or advisory works or recommendations for the general upkeep of the property
- Unblocking of drains when required
- Assist with rubbish removal, moving furniture and equipment around the building or properties
- To be a responsible official with regard to fire emergency and evacuation procedures, testing & setting of smoke/heat detectors/emergency lighting/ fire extinguishers as required by legislation and record in fire log book
- Carry out minor plumbing repairs and maintenance
- Change light bulbs, check appliances and carry out such minor electrical repairs as are within the post-holders limits
- Carry out painting and decorating as required

- Assist with carpet cleaning as required
- Assist with general cleaning of void properties or communal areas as required
- External maintenance & caretaking, such as gardens, fence panels, refuge, gutters

Additional Duties:

- To drive minibus/vehicles for school runs etc.

General Skills and Experience:

- Experience of working in similar background
- Must hold full driving licence including a D1 to drive a minibus

Job Holder:		Date:	
Reporting to:		Date:	

September 2019