

# DEMELZA HOSPICE CARE FOR CHILDREN

## JOB DESCRIPTION

**JOB TITLE – Maintenance Engineer**

**REPORTS TO – Facilities Manager**

**RESPONSIBLE FOR – Facilities Volunteers**

### PURPOSE OF ROLE

To provide maintenance support service for Demelza Hospice Care for Children and its charity retail outlets. To ensure all buildings are maintained and in good order, to ensure fixtures fittings and equipment are kept in good working order, and to ensure the efficient operation of plant and services. To be available, and to respond to out of hours call out when required.

### KEY RESPONSIBILITIES

- Carry out general building repairs both internally and externally to windows, doors and building fabric, including decoration
- Carry out repairs and maintenance to the electrical system and electrical equipment
- Carry out minor plumbing repairs and drain clearance
- Repair furniture, fitments and domestic equipment, as necessary
- Ensure that all equipment (care and non-care) at the hospices and retail outlets are in good and safe working order
- Assist with sourcing of contractors, obtaining quotations and carrying out best value assessments prior to appointment. Provide support and direction to contractors working on site, overseeing the service that they provide and supervising them
- Perform statutory checks to maintain correct operation of emergency lighting, fire appliances and fire doors
- Perform PAT testing of portable electrical appliances as required to ensure safety
- Undertake tasks required under the planned preventative maintenance scheme (PPMS) and complete appropriate reports
- Undertake weekly safety checks on the company vehicles, and transport the vehicles to a nominated garage for servicing as required
- Undertake hydrotherapy pool water checks and pool plant maintenance. Represent Facilities team and provide technical support (as holders of the National Pool Operators Certificate) at Pool Committee meetings
- Be first response key holder, and liaise with security services for the hospice
- Provide out of hours on call maintenance cover to sites on a rota basis
- Anticipate and/or diagnose and repair faults proactively and ensure that areas are made safe until works are completed
- Obtain materials and spares from local suppliers as required and maintain stocks of essential spares. Carry out sourcing of suppliers and products, obtaining quotations and carrying out best value assessments prior to purchase.
- Keep all external areas of the site in good order, and other garden duties as required. To include tasks such as repairs to walls, gates and fencing, and to undertake seasonal activities such as snow clearing and gritting, working alongside the Gardener where appropriate.
- Provide a porter service assisting with the receiving and moving of deliveries of heavy items and moving of furniture and fitments as and when required
- To undertake travel as required by the role between various sites and to suppliers
- Undertake any training defined and required to carry out any facilities duties

- Comply with Demelza's Health & Safety policies and procedures in respect to all work undertaken at all times
- To undertake written risk assessments for activities or work areas, as required
- Maintain accurate records at all times in relation to work undertaken
- Provide technical & general support to Facilities Manager including representing Facilities Department at meetings as required and assist with CPD planning
- Manage workload in conjunction with Facilities Manager and liaise with other departments regarding timescales
- Manage individuals/groups of volunteers on a daily/project basis including costing and sourcing materials. Identify special projects within building/grounds for corporate groups and provide appropriate level of support/supervision and management for each project
- Perform other duties as and when required in order to meet the needs of the organisation and its retail outlets

## **PERSONAL SPECIFICATION**

### **Essential**

- Literate and numerate
- Able to work on own initiative
- Previous experience of the maintenance and upkeep requirements of a large building
- Previous experience of working with building plant
- Previous experience of minor plumbing work, building repairs and decorating.
- A DIY mentality with problem solving abilities
- Must be flexible with working arrangements and be prepared to work additional or unsocial hours to meet the needs of the organisation
- Demonstrate an open adaptable and flexible approach to their work and in their dealings with colleagues, visitors and volunteers, with a willingness to assist wherever necessary
- Have an ability to relate to children of all ages and abilities
- Full UK driving licence and access to a reliable vehicle, with appropriate business use insurance

### **Desirable**

- Previous experience of electrical work
- Carpentry skills
- Plumbing skills

**The tasks listed in this job description are not designed to be exhaustive and may vary from time to time according to the needs of the organisation. This document will be reviewed in consultation with the post holder as the role and services provided by the organisation develop.**

**Demelza is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**Employees are required to attend mandatory training as required by their role. Employees are expected to make reasonable efforts attend and engage in development training as part of their role within Demelza. Training may be delivered through a variety of on site and off site methods.**

**All employees are required to participate in staff performance reviews and supervision and to make all reasonable efforts to attend training and staff development as identified and agreed.**

**Employees must take the initiative to actively seek out training updates required for their role and for mandatory training, within training expiry time frames. Employees can find their current training records on the HR Database.**

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