

# DEMELZA HOSPICE CARE FOR CHILDREN

## JOB DESCRIPTION

### JOB TITLE – Junior Maintenance Engineer

### REPORTS TO – Senior Maintenance Engineer

### PURPOSE OF ROLE

To gain experience within a maintenance team 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.

### KEY RESPONSIBILITIES

- Responsibility for the care and upkeep of the buildings and grounds, in conjunction with the Maintenance team
- To assist the Maintenance team to carry out a variety of maintenance-based projects
- To undertake other general building maintenance works as directed ensuring a high standard of upkeep and safety
- To liaise with outside contractors when on site, such as plumbers and electricians
- To carry out decoration and repairs as required
- To help clear snow from pathways when required
- Undertake tasks required under the planned preventative maintenance scheme (PPMS)
- Undertake weekly safety checks on the company vehicles, and transport the vehicles to a nominated garage for servicing as required
- Assist with hydrotherapy pool water checks and pool plant maintenance
- 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
- 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 complete risk assessments for activities or work areas where applicable
- Maintain accurate records at all times in relation to work undertaken
- Perform other duties as and when required in order to meet the needs of the organisation

### PERSONAL SPECIFICATION

#### Essential

- Literate and numerate, minimum of GCSE grade 4 (C) English & Maths
- Able to work with initiative
- A hands-on DIY mentality
- 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
- Full UK driving licence and access to a reliable vehicle, with appropriate business use insurance

**Desirable**

- Recognised qualification in a maintenance based subject
- Keen interest in maintenance and building upkeep and associated technical 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.**

**ISSUE DATE: November 2019**

**REVIEW DATE: November 2020**

**VERSION NUMBER: 1**