

Job Description

Job Title: MAINTENANCE OPERATIVE

Job Code: MT04

Job Holder:

Department: PROPERTY

Position in the organisation:

Responsible to: Home Manager, Director of Property and Development,
Head of Property Services, Property Services Manager

Direct reports:

Works in conjunction with: Projects Co-ordinator, All residential home staff

Summary of main responsibilities:

To carry out planned maintenance and day-to-day repairs as appropriate to ensure a safe, clean, well-maintained home and surroundings for the benefit of residents, staff and visitors.

Main Duties and Responsibilities:

1. Carry out day to day repairs within and around the home as instructed by the Home Manager, Director of Property and Development or Senior Staff on duty.
2. Carry out redecoration works in residents' rooms, communal and other areas.
3. Carry out planned maintenance work on equipment, plant and services e.g. extractors, taps, stopcocks, battery charges, time clocks, grease traps, etc.
4. Carry out maintenance checks on systems such as fire alarms, emergency lighting, nurse call, heating and hot water supplies.
5. Carry out gardening tasks, and maintain paths, roadway and parking areas ensuring they are litter free and secure.
6. Ensure that contractors are informed, assisted, supervised and work sheets checked when completed.
7. Unload, store, record and distribute consumables, and replenish dispensers.
8. Assist the Home Manager on Health & Safety issues.
9. Maintain and keep external elevations, fences and outbuildings in good state of repair and redecoration.
10. Read gas, water and electricity meters recording and reporting on readings.
11. Maintain the environs of the home during winter period collecting up leaf fall keeping gutters, rainwater pipes and gullies clear, gritting paths and clearing snow during inclement weather.
12. Maintain records such as repair book, maintenance checks and contractors' visits.
13. Report defects to Home Manager, Headquarters, contractors, suppliers and utility companies.
14. Carry out routine early morning check of the building and its environs to ensure that no overnight intrusions or damage have occurred.
15. Carry out high level cleaning and maintenance e.g. kitchen ceiling, light fittings, etc.
16. Repair and maintain aids and adaptations, e.g. wheelchairs, grab rails, frames, etc.
17. Carry out occasional collection/delivery duties as directed.
18. Assist in the event of an emergency involving the fabric of the building during working hours and be reasonably available in the event of significant emergency outside working hours.
19. Carry out work at any other house within the Organisation when requested by the Matron/Home Manager or Director of Property and Development.
20. Take part in training activities and individual performance reviews.

21. Take part in staff meetings and in training activities as directed.
22. Work with all staff toward agreed policies and standards of care in keeping with the stated beliefs of the Organisation.
23. Work as part of a team.

F Other responsibilities*

- F1 Support the Organisation's values and strategic objectives within the context of the duties of the post.
- F2 Support and adhere to the Organisation's policies on the equality and diversity including its service users, staff and volunteers.
- F3 Comply with the requirements of the Data Protection Act and associated legislation insofar as they relate to the duties of the post.
- F4 Ensure compliance with good Risk Management Practice.
- F5 Adhere to the Organisation's Health & Safety Policy.
- F6 Comply full at all times with the "Whistle Blowing" policy, the Code of Conduct for staff and other associated policies relating to conduct at work.

*Common to all staff

No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post holder.

PERSON SPECIFICATION

Job Title: Handyperson

Competency	Performance Criteria
Professional Practice:	
Modelling best practice	<ul style="list-style-type: none"> • Demonstrate evidence of appropriate qualification / experience to undertake the post • Know (or be trained to know) the correct techniques for carrying out these duties • Demonstrates patience with, and compassion for, older people • Must undergo training as appropriate
Maintenance of quality standards (internal & external)	Knowledge of relevant standards of the Organisation as relevant to role
Decision making	<ul style="list-style-type: none"> • Report any changes in the general environment
Health & Safety	<ul style="list-style-type: none"> • Physically capable of moving and handling • Current knowledge of H&S legislation etc. • Application of H&S practices • H&S risk assessment
Interpersonal Skills:	
Teamwork	<ul style="list-style-type: none"> • Play an active role in creating a team working environment • Prioritise • General time management
Management of diversity	<ul style="list-style-type: none"> • Demonstrate awareness of different values/cultures amongst residents and staff
Effective communication	<ul style="list-style-type: none"> • Communication skills with different groups, e.g. staff, residents, local community
Self development	<ul style="list-style-type: none"> • Evidence of keeping up to date with related issues • Take on further responsibilities • Undertake relevant training
Planning & Control:	
Organisational skills	<ul style="list-style-type: none"> • Prioritise • Meet deadlines • Crisis management • General time management • Organisation of activities
Operational requirements	<ul style="list-style-type: none"> • Valid full driving licence • Access to own transport • Valid vehicle business insurance
Personal Attributes:	
Mutual support	<ul style="list-style-type: none"> • Be aware of support needed by others • Consider how actions could support others • Be prepared to give encouragement and help when needed • Offer help to other groups

Communication skills	<ul style="list-style-type: none"> • Explain things simply • Express ideas confidently • Keep to the point • Style that is warm and friendly • Listens carefully and attentively
Interpersonal sensitivity	<ul style="list-style-type: none"> • Appearance to create confidence in residents and visitors • Respect the dignity and privacy of all contacts • Exhibit a pleasant, professional manner
Team working	<ul style="list-style-type: none"> • Happy when working in a team environment • Promote harmony within the team • Loyal to the team as a unit

TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

Training Element
<ul style="list-style-type: none"> • Induction • Emergency First Aid • Moving & Handling • COSHH Regulations • Challenging Behaviour • Adult Protection • Equality & Diversity • Basic Health & Safety • Fire Training • Electrical Safety • Gas Safety • Asbestos Awareness • Water Safety • Lift Safety • Record Keeping