

# Job Description – Maintenance Technician

**Job Title:**

**Maintenance Technician**

**Main Purpose Of The Post:**

**To ensure the upkeep of the buildings and grounds by providing general maintenance across various DIY jobs and repairs. To provide routine servicing maintenance schedules which complies with safeguarding and health and safety procedures.**

**Relationships:**

- **Responsible to: Properties Support Co-ordinator**
- **Liaison with: Managers, staff members**

**Main Tasks Of Job:**

- To maintain the gardens, ensuring the exterior areas are safe and presentable
- To undertake planting and maintenance of the garden areas
- To administer minor electrical repairs such as light bulb and tube replacements or other works that do not require an electrical qualification
- To undertake Portable Appliance Testing (PAT) at all sites (training will be given if required)
- To carry out decoration, painting refurbishments and touch ups
- To safely use and maintain equipment and tools such as gardening tools
- To undertake cleansing and disinfection processes when required
- To comply with relevant health and safety procedures and act in accordance with Risk Assessments
- To work safely and with consideration for our staff and service users
- To work within the parameters of the Charity’s policies and procedures

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as required by your role and the overall objectives of the charity.**

**Job description approved by:** Susan Swarbrick (CEO) **Date:** 23/04/2024

**Employee Signature:** ..... **Date:** .....

**Employer Signature:** ..... **Date:** .....

# PERSON SPECIFICATION

(To be read in conjunction with the Job Description)

<b>POST</b>	<b>Maintenance Technician</b>
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	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Qualifications/Attainments</b>	<ul style="list-style-type: none"> <li>Full UK driving licence</li> </ul>	<ul style="list-style-type: none"> <li>A qualification in light joinery, carpentry or basic electrical courses</li> <li>Previously completed health and safety training courses</li> <li>PAT testing qualification</li> <li>Use of own vehicle</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>Have previous experience operating in a similar role</li> <li>Experience of decorating, painting and associated DIY tasks</li> <li>Able to demonstrate basic knowledge of plants and have experiencing tending to a garden</li> <li>Safe use of power and hand tools</li> </ul>	<ul style="list-style-type: none"> <li>Prior experience in light joinery or other minor technical works</li> <li>Carpet, lino, tiling and laminate fitting and repairs</li> <li>Understanding of working alongside vulnerable adults</li> </ul>
<b>Special Attributes</b>	<ul style="list-style-type: none"> <li>Health and safety awareness and knowledge</li> <li>Ability to use own initiative when responding to the differing site demands</li> <li>Physical ability to complete some demanding tasks</li> <li>Perseverance and practical problem solving skills</li> <li>Good communication and listening skills with a variety of people</li> <li>Have strong time management and can prioritise more pressing tasks</li> <li>To share our commitment to the welfare of our service users</li> </ul>	

**Person Specification approved by:** Susan Swarbrick (CEO)

**Date:** 23/04/2024

**Employee Signature:** .....

**Date:** .....

**Employer Signature:** .....

**Date:** .....