

JOB DESCRIPTION

Post: Maintenance Operative

Location: Specific to site specified in advert, but may be required to travel to other sites within the Sefton Borough to provide occasional cover

Accountable to: Service Manager

Direct reports: N/A

WORKPLACE VALUES

The post holder will be expected to operate in line with our workplace values, which have been co-produced by individuals who use our services.

Our core values:

- **Big Hearted:** we say that we are proud of the quality of care, empathy and kindness we offer to the people we support and each other;
 - **Count on Us:** we act in a way that you can rely on us to be able to meet the needs of the people we support and each other;
 - **Together as One:** we say that we take pride in working as a team to deliver a very person-centred service;
 - **People Focused:** we recognise the importance of transparency, trust, recognition and development within our workforce.
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JOB PURPOSE

To be involved in a programme of general day-to-day maintenance, cleaning, general repair work and decoration to the interior/exterior of New Directions sites and ensure that security of buildings is maintained in accordance with operational requirements.

To work flexibly across sites to provide maintenance cover as and when required.

MAIN DUTIES

1. Open and lock up buildings ensuring that fire/intruder alarm systems are in operation as appropriate.
2. Ensure that heating equipment is efficiently and effectively operated, reporting faults for timely repair as appropriate.
3. Take part in a programme of painting and decorating according to Company requirements.

4. Undertake first line maintenance and carry out minor repairs as a temporary measure where necessary and appropriate, reporting any specialist repairs where required.
5. Ensure that all drains, toilets and gullies are free from blockages/debris and that drives, pathways and grounds are litter free and maintained as required.
6. Undertake general gardening duties to ensure that these areas are well maintained.
7. Clean windows and assist domestic staff with heavy cleaning e.g. paintwork, ceilings, light fittings, cleaning of carpets and floors, etc.
8. Dispose of waste materials in a safe, hygienic manner with consideration for the environment, ensuring that it is available for collection on the due day(s).
9. Work to the planned maintenance schedules and participate in regular maintenance and basic health and safety checks, for example water testing, immediately reporting any faults to the manager.
10. Move or assist with moving furniture/equipment as appropriate.
11. Monitor stock levels of consumable items such as cleaning materials, toiletries, light bulbs and arrange to replenish supplies in accordance as appropriate.
12. Use all materials, equipment and machinery safely and in accordance with guidance from manufacturers ensuring that items are stored safely and securely after use, reporting any defects.
13. Take reasonable care for the health and safety of yourself and others by taking positive steps to understand hazards in the workplace, complying with safety guidance and ensuring that nothing you do, or fail to do, puts others at risk.
14. Participate in staff meetings, supervision, training and other development activities as required.
15. Maintain appropriate records as required.
16. Undertake any other duties, as directed from time to time to meet the operational requirements of the service.

SPECIAL CONDITIONS

There may be an occasional requirement to work evenings, weekends and bank holidays.

You may be occasionally required to travel to other sites within the Sefton Borough.

Must be able to fulfil the travel requirements for the post.

GENERAL

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change. In particular the post holder will be self-motivated and will effectively prioritise activity to achieve the maximum benefit.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All employees are responsible for the implementation of the Health & Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The organisation has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the organisation.

Due to the nature of the post, the individual will be required to undertake any checks as required under Safeguarding and/or relevant employment legislation.

Since confidential information is involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of conduct, codes of practice and legislation in relation to the General Data Protection Regulations.

Undertake and participate in training, coaching and development activities as appropriate.

A Standard DBS Check is required.

Date: April 2022

PERSON SPECIFICATION

Jobholder Requirements Maintenance Operative	Essential (E) or Desirable (D)
Qualification & Training No specific qualifications required for this post	
Experience Experience of carrying out simple repair and maintenance work to interior/exterior of buildings Experience of ground maintenance	 E D
Skills/Knowledge/Aptitudes Ability to use own initiative and prioritise tasks Ability to work as part of a team and independently Basic decoration, maintenance and repair skills Ability to participate in heavy domestic cleaning tasks Awareness of health and safety regulations. Ability to complete and maintain day to records Experience of monitoring effectiveness and efficiency of heating equipment	 E E E E E D
Special Requirements Standard DBS Check	 E