

Senior Maintenance Worker

1) REPORTING TO:

- Facilities Manager

2) MAIN PURPOSE OF JOB:

- Under the direction of the Facilities Manager allocate and schedule maintenance and void requests from staff and service users as appropriate to contractors or facilities staff. Provide redecoration, maintenance, repair and transport services for service delivery and office staff. Helping to maintain residential properties and offices to a high standard of repair and cleanliness.

3) CHIEF DUTIES AND RESPONSIBILITIES:

- To work with the Facilities Manager to provide an efficient and effective repair and maintenance service.
- To oversee the allocation of repairs, maintenance and void requests across the organisation
- To take responsibilities for the line management of the Maintenance Worker and Housekeeping Staff
- Deputise for the Facilities Manager during period of absence
- Scheduling and arranging repairs and replacements to void rooms and undertaking redecoration as required to ensure the minimum possible void period
- Where appropriate carry out basic maintenance and repairs to buildings, land, equipment and fixtures and fittings owned or used by Coventry Cyrenians and their service users.
- To assist in the purchasing and installation of replacement equipment, supplies, fixtures and fittings and to ensure that purchasing meets with the financial procedures of the organisation and is within agreed budgets.
- Storage and distribution logistics
- Undertake annual portable appliance testing to equipment in houses and offices and donated electrical items
- To contribute effectively to overall management of the Business Support Team and Facilities.

4) SPECIFIC TASKS

4.1. Maintenance

- To assist in the organisation of, and where appropriate carry out, repairs to buildings, equipment and fixtures and fittings in all properties owned or managed by the company.
- To assist with regular inspections of the properties to identify current and future maintenance requirements.
- To ensure that requests for maintenance assistance made by service staff are responded to within agreed timescales.
- To maintain grounds and gardens to a high standard where required
- To liaise with tradesman and contractors to enable access in order to carry out agreed work, servicing etc.
- Carry out basic maintenance, repair and replacement of IT equipment

4.2. Finance

- To ensure that maintenance work, repairs and renewals are, where possible, kept within agreed spending limits and that changes to requirements are reported to the Facilities Manager
- To make relevant purchases on behalf of the company ensuring that wherever possible discounts and other financial benefits are maximised.

4.3. Transport

- Ensure timely servicing, maintenance and repair of company vehicles
- Where necessary, to provide transport for service staff to assist them in carrying out their duties.

5) OTHER

- Ensure that all duties are carried out in a professional manner and in accordance with the guidelines and policies of Coventry Cyrenians
- Attend training courses, supervision sessions and meetings as required
- Carry out such duties as may be commensurate with the post as agreed with line managers

- Occasional evening and weekend work may be required for which time off in lieu will be given in line with flexi-time policy

6) LOCATION AND TRAVEL

- The job may involve some travelling in order to adequately perform the duties as detailed
- The head office of the organisation is situated at:

Oakwood House,
Cheylesmore,
Coventry CV1 2HL

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Senior Maintenance Worker Person Specification

1) Knowledge and Experience

- **Essential:**
 - i) Experience in general maintenance and decorating duties, preferably in domestic housing property and ideally with a social housing provider.
 - ii) Experience of line management of staff
- **Desirable:**
 - i) Knowledge of Buildings Regulations, Health and Safety, COSHH, Portable Appliance Testing etc.

2) Skills and abilities

- **Essential:**
 - i) Ability to contribute effectively to the work of the Facilities and Business Support Team
 - ii) A good working knowledge of IT hardware, email, spread sheets, word processing and databases
 - iii) The ability to manage staff to meet deadlines and reach quality & performance standards

- iv) Ability to communicate effectively, orally and in writing.
- v) Ability to organise and prioritise work to meet deadlines, often under pressure
- vi) Current driving license

- **Desirable:**

- i) Competency in undertaking portable appliance testing

3) Attitudes and values

- **Essential**

- i) Empathy with the social aims and values of the organisation
 - ii) Commitment to continuous improvement and change
 - iii) Commitment to Equal Opportunities