

JOB DESCRIPTION

Maintenance Operative

Responsible to:	Property Services Officer
Location:	Based at Olton but will be required to regularly visit our sites across Solihull and Birmingham.
Working Hours:	Monday – Friday 8.30am to 4.30pm however occasional weekends and evening may be needed.
Salary:	Range £19,500 – 22,500 depending on experience

Purpose of the position

We are Sir Josiah Mason Trust: a local charity with a proud history of supporting people in need for over 150 years. We offer access to opportunities, hope and a place to belong.

We do this by providing safe, secure, affordable and well maintained sheltered accommodation, residential care and extra care housing for adults in their older age and education and support to young people from disadvantaged communities.

We are recruiting a full time Maintenance person who will undertake high quality day to day maintenance tasks and minor general repairs, to ensure that the Trust's housing and other properties are always in a good state of repair.

Specific Duties:

- Complete all allocated tasks and minor general repairs tasks as required by the Property Services Officer and from resident requests. This may involve the following skills:
 - Carpentry
 - Plumbing
 - Minor electrical work
 - Skimming
 - Decorating
 - General building knowledge
 - Working from height
 - Removals and manual handling

- Maintain accurate records of tests and checks carried out and to complete job request orders. Raise any necessary Purchase Orders for and be responsible in conjunction with Maintenance Contractor in stock-keeping materials.
- Ensure that all health and safety measures are followed, and that the Trust's policies and procedures are strictly adhered to.
- Undertake regular and planned safety checks (alarm systems, water temperature checks, pull cord tests etc.) as instructed, and that outcomes are fully documented in accordance with the organisations policies and procedures.
- Attend training events and appropriate courses to further skills and abilities.
- Maintain and keep safe and in good condition all tools and other maintenance equipment provided.
- Drive the Trust's vehicle to collect materials or equipment, and to travel to other sites. Keep the vehicle belonging to the Trust clean and in good working order with sufficient fuel. Report immediately any servicing or repair requirements.
- Removing rubbish and generally keep the estates tidy and to prevent health hazards.

General Requirements:

- Positively support the Trust's policies and procedures with regards to promoting Equality & Diversity.
- The Trust provides housing and a range of care services to older and frail / vulnerable people. There is therefore a requirement for the postholder to be flexible in approach and adaptable in his / her outlook.
- Undertake such other duties that may be reasonably required
- The Trust actively encourages young people into its environment and encourages apprentices and young people with an interest in maintenance to work with it maintenance team therefore the role will be expected to supervise, delegate and encourage young people in various skill sets and activities.

Person Specification:

- The post holder will be asked to fulfil a wide range of duties, so a flexible, methodical and organised approach is required.
- As part of a small team you will need to be reliable and able to maintain an excellent record of attendance and timekeeping.
- You will need to achieve and complete works sometimes to strict timescales, and completing jobs to a high standard is of paramount importance.

- We are very much a customer service organisation and therefore all employees must treat our residents with courtesy, respect and dignity at all times.
- You will be expected to have considerable previous experience in this type of work, ideally in a housing environment.
- Previous work with young people or apprentices would be an advantage □ Full driving licence

All Staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act 1998. All staff must ensure that they are aware of their responsibilities under the Health and Safety at Work Act 1974.

Please note that the successful applicant will be subject to an enhanced DBS check.

Own tools would be welcomed.