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| **Job Title:** | **Maintenance Co-ordinator** |
| **Reports To:** | General Manager |

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| **Job Summary:** | To provide maintenance services to the facility and to the residents of the facility in a timely manner. |

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| **Role Responsibilities:** |
| * Perform routine maintenance duties. * Perform small repairs, carpentry, small plumbing and equipment repairs as assigned. * Carry out external low level works. * Keep logs of temperatures etc to boiler flow rates under ACOPS legionella legislation. Check water hardness to softeners etc. * Take monthly meter readings and issue to General Manager. * Inspect and maintain all internal public areas. * Inspect and maintain all external public areas. * Clear blocked drains if necessary. * Power wash paths when required. * Oversee and work with external contractors that may undertake work within the facility. * Care for equipment and tools belonging to the facility. * Prioritise work orders from the management team. * Any other duties requested by the management team. * No electric works shall be undertaken apart from plug/bulb replacement. * Update TELS when in general use. * In general walk the building note any issues internal/external report major issues or plan in minor works and carry out repairs. * Check plant room daily. * Decorate and make ready rooms/apartments to a high standard. * Work within budgetary requirements.   **This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder.** |

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| **Person Specification:** | | |
| **Experience** | **Essential/Desirable** | **Assessment** |
| Possesses a solid understanding of systems such as HVAC, plumbing, electrical, and mechanical | E | Interview/CV |
| Possesses an understanding of safety and fire safety systems | E | Interview/CV |
| Have at least 2 years in the same or a similar position | E | Interview/CV |
| **Knowledge/Skills & Abilities** |  |  |
| Proficient in computer skills, Microsoft office, word and excel | E | Interview |
| Demonstrate good judgement, problem solving and decision making skills | E | Interview |
| Able to make responsible choices and decisions and act in a resident’s best interest | E | Interview |
| Good command of the English language with effective written and verbal communication skills | D | Interview |
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| Values – I am fully committed to being:   * Caring * Supportive * Honest * Respectful * Accountable | | |

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| Agreement: | | | |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:** |  | **Date:** |  |