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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:**  |  |