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| **Job Title:** | **Maintenance Coordinator** |
| **Reports To:** | **General Manager** |

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| **Job Summary:** | The Maintenance Coordinator is responsible for maintaining a safe and comfortable environment for residents and team members, ensuring the smooth running of the facilities and maintaining a good standard of general upkeep for the building.  |

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| **Role Responsibilities:** |
| * Resolving any home maintenance concerns promptly. This is accomplished by having a working knowledge of building systems and related regulatory requirements. These systems include but are not exclusive to: plumbing, Heating Ventilation and Air Conditioning, electrical, equipment repairs and interior/exterior finishes.
* Engaging with approved contractors as and when required and sourcing alternative suppliers as and when required.
* Covering all emergencies relating to the fabric of the home or systems contained within the building.
* Where applicable, the Maintenance Coordinator will have direct line management of the Maintenance Assistant which includes day to day supervision, objective setting and annual reviews, approval of hours, absence management and holiday authorisation.
* Implementing daily, weekly, monthly and annual checks as outlined in the Maintenance Manual.
* Ensuring all work completed adheres to current Health & Safety regulations.
* Escalating all reported accidents to the General Manager, Regional Operations Manager and Health & Safety Advisor, complying with Environmental Health and the Health & Safety Executives requirements.
* Management of the maintenance budget for the Community, through a declining balance system.
* Ensuring minibuses are well maintained and meet the legal requirements for a passenger vehicle.
* Manage and supervise contractors to ensure safe systems of working are in place
* Conduct risk assessments to ensure safe working practices are being carried out
* Carry out and record planned maintenance checks
* Train team members in Health and Safety, in the specific areas of location and operation of all utility shut-offs, emergency response protocols, safe chemical handling and usage
* Action any points arising from the home/community Health and Safety Meeting.
* Deliver fire training in accordance to company requirements and conduct fire drills on a six weekly basis with feedback to the General Manager and the Management team.
* Maintain an accurate vendor and contactor telephone list with contact names and emergency numbers
* Liaise with duty managers and respond to emergencies within the community including out of normal working hours
* Assist at other communities in your area when required
* Attend ‘Stand Up’ meetings
* Carry out any other reasonable management request

**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:**  |  |