

JOB DESCRIPTION

Job Designation/ Service	Maintenance Technician
Responsible to	Estate and Facilities Manager
Direct reports:	0
Introduction: To work across all our properties with good DIY skills, a knowledge of repairs and good organisational skills. You must have the ability to carry out minor repairs, general maintenance and have the ability to perform these jobs with minimum disruption to the homes. You will be responsible to carry out regular checks on buildings, rooms, equipment etc. and ensure they comply with regulations such as Health and Safety at Work Act, COSHH, Fire Safety Service Contract and Inspections.	

Main Responsibilities and Specific Outcome Area's:

- Work safely following all HSE requirements, and identify risk to others and advise them of safe systems of work within the remit of building industry / trades works
- Work within the maintenance team and escalate any concerns to Estate and Facilities Manager
- Review works being carried out by third party contractors - checking quality of tasks being undertaken and reporting back to Estate and Facilities manager any concerns
- Manage tool and equipment purchases to maintain standard stock levels for maintenance items
- Manage maintenance schedule of works to ensure smooth resolution of requests in a cost effective and timely manner
- Ability to work under pressure
- Damage Repair works to building infrastructure
- Carpentry, Plumbing, Decoration and Grounds Maintenance Repair
- Fixing or replacing any fixtures, fittings, etc. within the properties
- Knowledge of how to maintain various types of locks
- General internal and external decoration
- Accountable for compliance with the Health and Safety at Work Act, COSHH, Fire Safety Service Contract and Inspections
- Friendly and approachable with previous experience of working in a maintenance role
- Keep high standards in and around the properties, ensuring a pleasant and comfortable environment
- Perform electrical and plumbing tasks - electrical / gas safe sign off from third party where necessary
- Communicate effectively to all management and contracting personnel
- Reliable and Flexible
- Work to a high standard and in a timely manner
- Effectively using the maintenance laptop/tablet for logging maintenance jobs, electronic calendar, and company processes
- Prioritise in liaison with Registered Managers

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

Health and Safety

A Wilderness Way Ltd aim to provide and maintain a positive, safe, and healthy working environment for our employees. In support of this, all employees are required to take reasonable care of themselves and others who may be affected by their actions as well as comply with Health and Safety regulations and other requirements.

Equal Opportunities

A Wilderness Way Ltd supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Company's EO Policy and Guide to Equality document.

Safeguarding

AWW Ltd is committed to safeguarding and promoting the welfare of those individuals covered by regulated activity and expects all staff to share this commitment. It is an essential requirement that staff are aware of AWW Ltd's safeguarding procedures and staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

