

# **East Park Job Description**

<b>Job Title:</b>	Senior Maintenance Assistant
<b>Responsible to:</b>	Assets & Facilities Manager
<b>Responsible for:</b>	Maintenance Assistants
<b>Working Environment:</b>	Internal / External
<b>External Contacts:</b>	Fire / Security Contractors
<b>Date of Last Review:</b>	March 2019

## **JOB PURPOSE**

To provide a range of maintenance services as directed by the Assets & Facilities Manager, in areas such as plant and equipment, electrical, mechanical, buildings engineering services both within East Park and East Park's houses.

## **KEY RESPONSIBILITIES**

- To assist the Assets & Facilities Manager in operation of planned preventative maintenance covering all items of mechanical and electrical equipment. Periodic and remedial works on items of plant and equipment
- To assist in ensuring all buildings are kept in a good state of repair
- To ensure annual testing of all items of electrical equipment is carried out as per EEC laws, and under the direction of the Assets & Facilities Manager
- To ensure regular testing of Fire Alarm system and that Fire Regulations are complied with
- Driving duties and assist with porter duties and ground maintenance as required
- Supervision of Maintenance Assistants
- Be part of the on-call rota (may be necessary to work beyond normal hours at short notice)

## **SUPERVISOR RESPONSIBILITIES**

- Utilise staff and other resources in the most cost-effective way possible
- Identify staff training needs and ensure they are addressed
- Organise team meetings
- Delegate tasks and responsibilities according to their level of skill, experience and qualifications to further develop their competencies and effectiveness
- Ensure that the team understand their responsibilities and are familiar with procedures in the event of emergencies or unusual or unexpected occurrences
- Support new staff through their induction programme
- Ensure competencies to do the job effectively are maintained
- Participate in the preparation and delivery of in-service training as delegated by the Assets & Facilities Manager
- Implement attendance management strategies and procedures in line with the Sickness and Absence policy

- Comply with and participate in appropriate human resource procedures and systems e.g. absence management, grievance and disciplinary issues

### **FIRE AND SECURITY**

- Ensure that all systems are regularly maintained and tested, appropriate records kept, and all related policies and procedures are reviewed and updated as necessary
- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems
- As a primary keyholder participate in the out of normal working hours as and when required
- Monitor traffic on site to ensure traffic does not present risks to health and safety or emergency procedures
- As part of the Monthly Estates report, inspect buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured and produce, reporting on findings
- Ensure fire alarm call points are tested weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration and maintain logs of all checks
- Liaise with the fire and security contractors to arrange for servicing and repairs
- Along with other key colleagues, play a pivotal role to ensure safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board

### **HEALTH & SAFETY**

- Ensure all buildings comply with all current legislation in relation to site safety and facilities management; including the maintenance of appropriate records
- Participate in the continuing development of robust, transparent health and safety systems and procedures
- Support health and safety training initiatives and deliver components where appropriate
- Commit to the growth and maintenance of a positive risk management culture; assisting staff where necessary
- Responsible for ensuring risk assessments are up to date, for activities undertaken within your lines of reporting
- Actively participate in the Health and Safety Working group

### **COST EFFECTIVENESS**

- Contribute to East Park's objectives of achieving value for money in the maintenance and day to day running of the buildings and sites
- Manage, schedule, and monitor the use of heating, lighting and other mains services to all sites and produce reports as agreed advising senior management in order to ensure the most economical use of utilities

## **TRANSPORT**

- Ensure an effective and efficient fleet management service is provided that meets the need of the service in accordance with Best Practice
- Be responsible for ensuring that the fleet complies with all relevant legislation and regulations in respect of vehicle maintenance and deployment
- Ensure that all vehicles are supplied in accordance with all relevant legislation and that appropriate records are maintained for inspection by VOSA
- Maintain and keep updated the fleet inventory and asset register
- Ensure all drivers are MIDAS trained and assessed by an appropriate member of the Estates team, prior to using any vehicles

## **GENERAL RESPONSIBILITIES**

- Any other duties as directed by the Assets & Facilities Manager or SMT
- To comply with East Park's Safeguarding policies
- To comply with East Park's Health and Safety policy
- To comply with East Park's Equal Opportunities policy
- To promote Confidentiality as detailed in East Park's Code of Conduct policy
- Promote East Park at all times
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park

This job description is non-exhaustive and may be amended at any time.

# East Park Person Specification

**JOB TITLE: Senior Maintenance Assistant**

<b>KEY FACTORS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>HNC or HND or equivalent in building maintenance or a willingness to work towards</li> </ul>	<ul style="list-style-type: none"> <li>Trade Qualification</li> <li>Health and Safety qualifications</li> <li>P.A.T. Testing certificate</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>At least 3 years previous work experience in planned preventative maintenance of mechanical and electrical equipment</li> <li>Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience in education and/or care working environments</li> <li>Experience of working in a charity</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Working knowledge of maintenance services in plant and equipment, electrical, mechanical, and building engineering services</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the roles of a variety of disciplines working with children and young people e.g. residential childcare, health, education</li> </ul>
<b>Expertise &amp; Skills</b>	<ul style="list-style-type: none"> <li>Experience liaising and supervise outside contractors</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Active, willing, team player, enthusiastic and helpful</li> <li>Ability to use own initiative and work with confidence and diplomacy</li> <li>Organized with good time management</li> <li>Motivating and developing individuals and teams</li> <li>Self-reliant, able to work as part of a team and work independently without close day to day supervision</li> <li>Ability to plan, take initiative and follow through on tasks</li> <li>Conscientious in attention and application to detail</li> </ul>	<ul style="list-style-type: none"> <li>A genuine commitment to equality and diversity</li> <li>Willingness to undertake any necessary training to update skills as and when required</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Experienced driver with full clean Driving License</li> <li>IT skills</li> <li>Willing to work beyond normal hours at short notice and flexibility towards shift work and hours including night duty</li> </ul>	