JOB DESCRIPTION – MAINTENANCE OPERATIVE (Peripatetic/Multi-Site)

Responsible to: Regional Property Advisor/Health and Safety and Maintenance Officer

Purpose of Position: In the absence of a full-time Maintenance Operative with in any of our care homes across The Trust; provide a high-quality maintenance support service for day to day maintenance and health & safety compliance, take responsibility for ensuring the maintenance of the fabric of relevant building(s), services, and grounds, ensuring the home(s) is maintained in a safe and efficient functional order.

To organise and liaise with external contractors and the Property Team as necessary to manage larger maintenance or special projects

Values: To promote and adhere to the Greensleeves Care workplace values of respect, openness and responsibility.

Principle Responsibilities

- Ensure that vital internal checks are undertaken with maintenance and service records kept updated. It is vital that the home you are supporting remains safe and compliant. Checks should include, but are not limited to;

  - Fire Safety - Ensure that daily/weekly/monthly checks are completed which includes testing the fire alarm system, emergency lighting, fire extinguishers, fire doors, fire exits and record findings. Ensure any remedial work is actioned through appropriate suppliers and contractors, ensuring the Home Manager is kept informed.
  - Lifting Equipment – Confirm all Hoists, Slings, etc are being maintained correctly.
  - L8 Water Management – Ensure hot & cold-water system checks are carried out, maintained, and recorded in accordance with the water safety policy.
  - Take temperatures from outlets around the building as per the in-house schedule and record.
  - Service Contracts – Ensure all equipment and infrastructure is being maintained in accordance with legislation
  - Maintain a Maintenance reporting system in which defects are recorded by colleagues. Use this system to identify urgent repairs and carry these out where possible. Where tasks are too large or a specialist is required, liaise with the Regional Property Advisor.

Other duties and responsibilities, where time on site allows, include;

Maintenance and repair

- Carry out minor repairs to buildings, furniture, fixtures and equipment, minor plumbing and carpentry within the home as required, liaise with the Regional Property Advisor for more specialised or larger repairs or projects.
- Where possible undertake painting & decoration of the internal and external fabric to a good standard as agreed with the Home Manager. Where contractors are in place to undertake such tasks, the Peripatetic Maintenance Operative will be expected to oversee the works and ensure they are executed to a high standard.

General Health and Safety

- Assist with the induction and training of colleagues, e.g., fire familiarisation, operation of emergency exits, fire points and evacuation procedures.
- Undertake checks of external paths, lighting, emergency stairs (where installed), gates, furniture etc., ensuring a good state of repair and in a safe condition.
- Attend all Health & Safety training related to the job role, both on, and off site.
- Carry out inspection & testing of portable appliances (once trained) annually, maintain records, and inform the Home Manager of any unsafe findings.
- Carry out checks of wheelchairs, rollators, walking frames, beds and accessories etc., ensure records are kept.
- Ensure all tools & equipment are secured and maintained at all times.
- Liaise with specialist contractors attending the home to carry out work when required, ensuring that the safety of residents and colleagues is not impeded.
- Ensure plant rooms are in a tidy, safe condition, free from fire risk, and secured to prevent unauthorised access.
- Ensure residents' rooms, colleagues and communal areas are maintained and in a safe condition.
- Report and act on any known defects to appliances, damaged furniture, equipment, and any other potential hazards to the Home Manager.

Other

- Be available for advice and or action in any emergencies which may arise out of hours to include weekends and bank holidays. Be prepared to attend the home for emergencies if requested by the Home Manager.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed_____

Line Managers Signature _____ Date Signed _____