

Maintenance Officer

Service: Central Services
Responsible To: Facilities Manager
Salary: PHF scale 5-6

Job Purpose

In your role as a Maintenance Officer you will be expected to uphold the Foundations aims and objectives in providing a high standard of provision. You must work to the Foundations Policies and Procedures carrying out any aspect of your role competently and safely providing a high level of maintenance.

Main Duties

- Working closely with your Facilities Manager to provide level of Facilities Management to the site to undertake varying degrees of facilities and repair works across the site.
- To conduct routine compliance checks as per Estates checklists at different periods.
- To refurbish and redecorate areas of the unit(s) as requested. This should not involve major refurbishments or repositioning works
- To ensure that the security features of the units are maintained, including perimeter fencing, lighting, CCTV and other features where fitted.
- To supervise contractors entering and working on site. To authorise the completions of contractors' work and file all day work sheets.
- To ensure that all garden furniture is regularly inspected visually for safety, stored securely and if unsafe, withdrawn from use until repaired.
- To carry out basic repairs internally and externally.
- To carry out regular visual inspection of all plant, fixtures and fittings, reporting any concerns to the Facilities Manager for repair as necessary.
- To maintain accurate and accessible documentation and logs for all activities
- To operate heating plant in accordance with instructions
- To undertake duties in accordance with the sites fire plans.
- To maintain work and storage areas in a neat, tidy, safe and secure manner.
- To maintain an inventory of any company tools and equipment.
- To drive company vehicles for staff, supplies collections and other authorised journeys.
- To receive deliveries of goods and ensure that they are moved safely and promptly to the correct storage area.
- To undertake the Gardening job description where no gardener or contractor is employed
- To accompany any visitors including contractors, Fire Officers etc.
- To visit other Services as required to offer cover for any holiday/sickness or assistance.
- Carry out any other reasonable duties as directed by the facilities Manager and other relevant staff.

Person Specification

Essential Criteria

Skills and Knowledge

- Excellent written and verbal communication skills are required and ability to complete maintenance documentation records.
- Knowledge of Fire Risk Assessments
- Ability to meet strict timescales and target dates
- Carrying out general gardening duties including mowing grassed areas, tending to planted areas, cutting back shrubbery and bushes/hedges etc

Qualifications and Training

- Qualification in a building trade or experience in a similar role

Experience

- Experience in a similar role or have experience in a trade.
- Experience of receiving reactive maintenance requests

Personal Qualities

- The ability to prioritise own workload
- Able to multi task and manage a number of projects at any one time.

Other Requirements

- Individual must be prepared to be on call for any emergency calls out of normal office hours.
- A full driving license and access to a vehicle is essential in order to visit other services

Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes;
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Equality and Diversity

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Safeguarding

- Safeguarding is everyone's responsibility.

- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

About Us

We are an ambitious, entrepreneurial and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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