

JOB DESCRIPTION

Job Title:	Mobile Maintenance Technician (Senior)
Responsible to:	Facilities Manager
Responsible for:	N/A
Salary	£28,000 - £30,000 p.a.
Job Purpose:	The Mobile Maintenance Technician will be responsible for ensuring all remedial maintenance is carried out within the YMCA Establishments, undertaking health & safety and caretaker tasks. The Mobile Maintenance Technician will liaise with the Facilities Manager on preventative, remedial and planned maintenance ensuring that a good standard of service is given to service users, employees and visitors.
Main Responsibilities:	<ul style="list-style-type: none"> • To act as cover for Senior Maintenance Technician during their absence and undertake line management of maintenance team. • To perform small repairs such as leaking taps, faulty door locks or jammed windows and general maintenance, including painting and decorating, to maintain and improve upon the standards of the facilities and equipment. • To plan a schedule of routine checks and implement to ensure faults or damage in facilities and equipment are identified promptly and dealt with within agreed timetable. • To assist in the preparation of vacant rooms for new residents at our housing establishments. • Check the repairs database and attend to items listed reporting back to the Facilities Manager when completed. • To maintain accurate records and logs of any repairs/ checks in accordance with Facilities Manager procedures to evidence work done and to inform future decision making. • To attend to all remedial maintenance work as discussed with the Facilities Manager • To liaise with external contractors/trades people to ensure work is completed to a satisfactory standard in accordance with YMCA East Surrey's policies and procedures • To be proactive in carrying out property inspections, identifying any issues of repairs or advisory works or recommendations for the general upkeep of our infrastructure. • To be a responsible official with regard to fire emergency and evacuation procedures, testing and setting of smoke/heat detectors/emergency lighting/ fire extinguishers as required by legislation and record in fire log book • To order supplies and equipment as authorised by the Facilities Manager • To respond to occasional emergency call out where required. • To ensure grounds and bin areas are neat and tidy and to assist in maintaining any garden tools/machinery • To ensure the Facilities Manager is regularly and promptly informed of all relevant events, incidents and emergencies (or other appropriate manager in their absence) • Attend Centre visits if required with the facilities manager to be fully aware of issues and expected resolutions. • Support Apprentice workers if required.

General:

- Complete low level groundwork tasks as directed. To include but not limited to, mowing, light weeding, strimming, leaf clearance, gritting.
 - To carry out minor repairs, painting and decorating and carpet cleaning as required.
 - To carry out minor repairs and maintenance of communal areas .
 - To carry out minor plumbing repairs and maintenance.
 - To assist with rubbish removal, moving furniture and equipment around the building or properties.
 - To undertake inspection of appliances and to carry out such minor electrical repairs like replacing fuses and broken plugs and any such duties within the post-holders limits.
 - To carry out external maintenance e.g. fence panels, bin store, metal pillars, gutters etc’.
 - To work at other YMCA buildings and to carry out maintenance work as and when required and to attend with other contractors or tradesmen when necessary.
 - To maintain vehicle standards and cleanliness and report faults in good time.
 - To manage fuel cards.
 - Complete recorded vehicle inspections and complete basic upkeep of vehicle such as oil, water, washer fluid etc.
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- To care for your own health, safety and welfare as well as that of others and to work in a safe and effective manner at all times.
 - To work harmoniously with the staff, members and visitors as well as contractors.
 - To ensure high standards of service delivery through the consistent application of recognised standards and established policies, procedures and practices
 - To ensure that all YMCA East Surrey’s policies and procedures are followed at all times
 - To observe and promote the association’s Equality Diversity and Inclusion Policy and is maintained at all times in contact with members, staff, contractors, other professionals and members of the public in all aspects of the associations work.
 - To work with volunteers as required assisting with developing their skills and knowledge
 - To attend to any matters authorised and delegated by the Facilities Manager which are within the scope of the Maintenance worker and to carry out any other duties which may from time to time be required of the post holder.
 - We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. This role will require an enhanced DBS disclosure (with barred children/vulnerable adults). We require you to understand and demonstrate this commitment and attend any required training.

PERSON SPECIFICATION: MOBILE MAINTENANCE TECHNICIAN

Qualifications, Education & Training:		Essential	Desirable	How measured (application, assessment, interview)
	A qualification in a construction trade particularly Plumbing, Electrical or Carpentry		x	Application certificates
	A valid Health and Safety qualification.		x	Application certificates
	A valid First Aid qualification		x	Application certificates
Experience	A good working and practical knowledge of the requirements of the job description and be willing to learn and develop their skills and initiative	x		Application interview
	Experience and proven track record of providing a property maintenance and inspection service.	x		Application interview
	Competent and confident in carrying out minor electrical repairs e.g. switches, plugs, PAT Testing	x		Interview
	Good working knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures	x		Application interview
	A good knowledge of Health & Safety, including identification and reporting of hazards and minimising risks	x		Application interview
	Working knowledge of relevant legislation such as Lone Working, Manual Handling and Working at Height.	x		Application interview
	Understanding of the problems which may be found in older buildings	x		Application interview
	Experience of effectively managing minor projects.	x		Application interview
	Experience of liaising with a number of contractors, 3 rd party companies and stakeholders.		x	Application interview
	Good knowledge of current property related Health and Safety legislation.	x		Application interview

Abilities, skills and attitude	Ability to work on own initiative and able to manage time effectively and prioritise conflicting demands for self and others.	x		Application interview
	Ability to provide cost effective services and ability to solutions to resolve any areas of concern.		x	Application interview
	Demonstrate working knowledge of Data Protection and information security. GDPR and requirements of working in a regulated activity.	x		Application interview
	Basic level understanding of Microsoft office including Word, Excel and Outlook.		x	Application assessment
	Experience of working with diverse group of stakeholders from residents, service users, volunteers, staff and third party.		x	Application interview
	To be approachable, adaptable and assertive	x		Interview
	Able to influence and build excellent working relationships at all levels of the organisation.	x		Application interview
	Good verbal and written communication skills with attention to detail	x		Application interview
Other requirements	Subject to a satisfactory Enhanced DBS disclosure.	x		Application, DBS disclosure
	To hold a current UK full driving licence	x		Application
	Commitment to the values, aims and mission of YMCA East Surrey	x		Application/Interview
	Understanding and commitment to equality, diversity and inclusion for staff, services users and stakeholders	x		Application/Interview