

Job Description and Person Specification

Job Title:	Maintenance Assistant
Line Manager:	Estate & Facilities Manager
Professionally Accountable to:	Chief Executive
Hours of Work:	15 – 22.5 hours per week

Job Purpose:

- Assess and undertake, as appropriate and requested by the Estate & Facilities Manager or Assistant, any maintenance or repairs as necessary within Weston Hospicecare estate (WHC) including the main Hospice buildings, grounds and retail/warehouse premises
- To take instruction from the Estate & Facilities Manager or Assistant in regards to working with external contractors on an as needed basis
- Ensure a safe environment for patients, staff, volunteers and the public.

Responsibilities:

- General maintenance jobs for WHC, which includes repair/assessing of any plumbing, carpentry, electrical and domestic electrical equipment (which does not require a qualified specialist)
- Monitor daily plant room equipment and report any plant failure, water leaks, alarms etc
- Deputise for some aspects of the Estate & Facilities Manager role in their absence
- Be on call to co-ordinate or assist in any unscheduled breakdowns or emergencies in line with the disaster plan
- When instructed, undertake internal and external decoration
- Undertake general portering duties, including disposal of refuse and recycling, movement of beds and furniture
- To be part of any shop refits and to construct any units, displays, wall fittings
- Ensure all maintenance requests are logged in the correct manner
- Undertake hands on checks and record keeping in Jackson-Barstow House, including:
 - Fire alarm tests
 - Water temperatures
 - Fire door operation

- Emergency light tests
 - Legionella tests
 - Fire safety tests
 - Others as periodically defined
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- Inspect and maintain clinical and garden equipment as specified and keep records.
 - Ensure all paths, car park, corridors and hallways are kept safe and clear from anything which may cause a tipping or slipping incident
 - Assist when necessary with the moving of deliveries
 - Assist the Fundraising Team with setting up events as requested by the Estate & Facilities Manager
 - Be the first port of call to investigate any maintenance/repair faults
 - Liaise with external contractors and line manager on maintenance issues and work with them, as necessary
 - Perform cleaning and hygiene tasks in line with the hospice's clinical and infection control policies
 - Assist Housekeeping Assistants where required
 - Transport and collect oxygen cylinders as required
 - Work within budgetary constraints as advised by the line manager
 - Keep appropriate stock for minor repairs
 - The role will involve moving and lifting items, sometimes heavy; climbing ladders; and working in confined areas.
 - Ensure maintenance vehicles are driven and parked safely complying with legislative and/or statutory requirements.

GENERAL

- To keep informed of sector-wide developments, attending internal and external meetings/training/conferences where appropriate
- To keep up to date on legal, health and safety and insurance requirements and developments to safeguard Weston Hospicecare, our patients, staff, volunteers and the public
- To undertake any other duties considered to fall within the scope of the position as directed by the line manager

Professional Responsibilities:

- To maintain confidentiality
- To work within the policies and guidelines of Weston Hospicecare
- To be familiar with fire, emergency and safety regulations, ensuring attendance at statutory updates
- To maintain good working relationships with all members of the hospice staff and volunteers
- Undertake any in-service training in line with Weston Hospicecare policies

Educational Responsibilities:

- To participate in the orientation and development of new staff members and volunteers
- To keep up to date with current practice and legislation
- To maintain and extend personal knowledge and expertise in all aspects of the role and to share information
- To attend all statutory and mandatory training as required

Health and Safety

Under the provision of the Health and Safety at Work Act 1974, it is the duty of every employee:

- To take reasonable care of themselves and others at work
- To co-operate with the hospice as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided, including personal, protective equipment for health and safety or welfare at work

Data Protection

You are required to obtain process and/or use information held on computer. This must be undertaken in a lawful way. Data held must not be disclosed in a way that is incompatible with such a purpose. Breaches of confidentiality in relation to data will result in disciplinary action, which may result in dismissal.

Scope of Job Description

This job description reflects the immediate requirements and objectives of this post. It is not an exhaustive list of the duties, but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantive changes will be carried out in consultation with the post holder.

This job description is subject to periodic review and amendment

ORGANISATIONAL CHART



PERSON SPECIFICATION

Maintenance Assistant		
Criteria		How Evidenced & Assessed
Knowledge, Skills and Experience		
<ul style="list-style-type: none"> ▪ Working knowledge of electrical and plumbing installations ▪ Working knowledge of the maintenance of some electrical equipment, particularly domestic equipment (eg laundry and catering equipment) ▪ Demonstrable knowledge of building maintenance and decorating ▪ Experience in the building, electrical, carpentry or plumbing trade ▪ Experience of understanding and working to work plans ▪ Ability to identify and assess problems in relation to any unscheduled failures of equipment or services ▪ Ability to work out calculations and quantities for ordering supplies, eg wood, paint etc ▪ General maintenance problem solving skills ▪ Experience of working in a healthcare setting ▪ Experience of working in a maintenance department, rather than on a building site ▪ Basic IT skills 	<p>E E E E E E E D D D</p>	<p>A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I</p>
Communication and people skills		
<ul style="list-style-type: none"> ▪ Ability to communicate with a wide range of people, from individual contractors and service provider to Hospice colleagues ▪ Ability to work as part of a team ▪ Have an approachable and calm manner 	<p>E E E</p>	<p>I I I</p>
Organisational Skills		
<ul style="list-style-type: none"> ▪ Ability to deal with a variety of requests, and competing demands from different departments in a calm and pleasant manner ▪ Ability to keep to tight time schedules ▪ Plan activities and manage own workload to ensure goals and targets are met 	<p>E E E E</p>	<p>A/I A/I A/I</p>
Other Requirements		
<ul style="list-style-type: none"> ▪ Ability to work effectively under pressure, on own initiative and with minimal supervision ▪ An awareness of the environment in which we work must always be maintained and appropriate positive attitude and behaviours demonstrated ▪ Commitment and sympathy with the aims and ethos of the hospice movement ▪ Hold a current valid driving licence ▪ Professional approach to tasks in hand ▪ Excellent attention to detail ▪ Flexible approach to working hours with a willingness to work unsocial hours if necessary 	<p>E E E E E E E</p>	<p>A/I A/I A/I A I A/I A/I</p>

Key: E = Essential D = Desirable
A = Application Form I = Interview