

## **THE BRITISH HOME JOB DESCRIPTION**

|                     |                                  |
|---------------------|----------------------------------|
| Job Title:          | <b>Maintenance Worker/Driver</b> |
| Reports to:         | <b>Maintenance Supervisor</b>    |
| Line Management of: | <b>No other staff</b>            |
| Responsible for:    | <b>No other staff</b>            |

### **PURPOSE OF POSITION**

1. Maintain a safe environment to enable service users and visitors to enjoy a good standard of life.
2. Be responsible for the general maintenance and upkeep of the Home, the mechanical and electrical equipment, vehicles, the grounds and offices as required to ensure to ensure a safe and attractive environment for residents, staff and other service users.
3. Provide a service that helps us give our residents the best possible care and support. If you are a driver, we'll also rely on you to keep our vehicles in tip-top condition so that they're always clean and roadworthy.
4. Help maintain in the scheme the atmosphere and practice of care based on the mission of TBH for the individual and mutual respect between service users and staff.

### **PRINCIPAL RESPONSIBILITIES**

1. In conjunction with the maintenance supervisor, draw up a planned preventative maintenance schedule and assist in the appointment and supervision of appropriate contractors to carry out routine servicing and maintenance.
2. Be aware of maintenance manuals of electrical and mechanical equipment used in the scheme,
3. Be aware of Manual Handling hazards and comply with the requirements of the Manual Handling assessments.
4. Liaise with the maintenance supervisor regarding maintenance, budget planning and control.
5. Be responsible for minor repairs and general maintenance work and decorating when required.
6. Assist in the implementation of risk assessments and, where appropriate, produce risk

assessments.

7. Arrange for the moving of furniture, taking down and refitting of curtains and cleaning of windows within the communal areas that are out of normal reach. Also, kitchen and pantry surfaces/tiles out of normal reach.
8. Be responsible for cleaning all vents and air filters regularly in the scheme for example the filters in the clinical rooms.
9. Maintain and monitor heating systems as necessary.
10. In the absence of a gardener maintain the lawns, gardens and other areas such as drives and paths and ensure all garden equipment is maintained.
11. Once qualified, carry out tests and inspections of all portable electrical appliances within the scheme that have been purchased for the scheme use in the communal areas, and retest annually.
12. Clean lights, diffusers and shades regularly and replace any lamps, tubes and starters.
13. Ensure water temperatures at storage, transfer and outlet points within the scheme are checked in accordance with the Health & Safety Policy and carry out routine maintenance of water systems, maintaining records of same.
14. Test Fire Alarms weekly and carry out regular fire precaution checks and maintain records.
15. Assist the maintenance supervisor to maintain an approved list of maintenance contractors.
16. Attend and participate in regular 1 to 1's and appraisal meetings.
17. Respect resident's rights to privacy, dignity and choice.
18. Attend and participate in staff meetings.
19. Assist in the induction of new staff, in accordance with the induction policy.
20. Liaise with relatives, advocates, friends, volunteers and other professional agencies and other visitors to the scheme in relation to matters relevant to the post.
21. Be responsible for the maintenance of the Mini bus where applicable and ensure that it is maintained and fit for use.
22. Be aware of and adhere to the organisation's Property Handbook and ensure the procedures are adhered to.
23. Be aware of and adhere to the organisation's Health and Safety Policy Manual, and Food Safety Manual and carry out maintenance as described in the policies and maintain appropriate records.

24. Be aware of and adhere to the policies as contained in the Employment Policies and Procedures Manual.
25. There may be a requirement to travel to other locations for the purpose of meetings or training relevant to this post.
26. In the event that the post holder is asked to attend the scheme out of hours for any reason, and is available, then they will receive appropriate compensation for hours worked.
27. It is a condition of employment that this post is subject to a satisfactory Enhanced Criminal Records Disclosure.
28. This is not a complete description of the duties and responsibilities of the post of Maintenance Worker, and the post holder is expected to carry out other reasonable duties as required by the Line Manager.

## PERSON SPECIFICATION MAINTENANCE WORKER/DRIVER

| Criteria   | Essential                    | Desirable                    |
|--|------------------------------|------------------------------|
| <b>Qualifications/Education</b>  |                              |                              |
| City & Guilds plumbing, joinery, electrical, decorating or other recognised trade qualification.                               | Application Form + Interview |                              |
| <b>Experience</b>  |                              |                              |
| At least 3 years relevant experience   | Application Form + Interview |                              |
| At least 5 years experience in a relevant trade or gardening profession.   |                              | Application Form + Interview |
| Full UK Driving Licence (Required)<br>Minimum DI or D<br>UNRESTRICTED (Required)<br>DQC (Driver Qualification Card) (Required) | Application Form + Interview |                              |
| <b>Skills/Knowledge/Abilities</b>  |                              |                              |
| Ability to demonstrate practical skills in maintenance and gardening   | Interview                    |                              |
| Ability to work as part of a team.   | Interview                    |                              |
| Ability to liaise with contractors, volunteers and other staff   | Interview                    |                              |
| Ability to maintain all aspects of confidentiality.  | Interview                    |                              |
| Clear verbal communication skills.   | Interview                    |                              |
| Open listening skills.   | Interview                    |                              |
| Ability to prioritise tasks  | Interview                    |                              |
| Ability to read and understand basic instructions.   | Application Form             |                              |
| Ability to work within a quality and customer focused service.   | Interview                    |                              |
| <b>Personal Qualities</b>  |                              |                              |
| Sensitivity to needs of older people   | Interview                    |                              |

| <b>Criteria</b>   | <b>Essential</b>             | <b>Desirable</b> |
|---|------------------------------|------------------|
| Willingness to be trained and developed.  | Application Form + Interview |                  |
| Ability to use own initiative   | Interview + any assessment   |                  |
| Flexible approach to work.  | Interview                    |                  |
| <b>Circumstances</b>  |                              |                  |
| Ability to work flexibly  | Interview                    |                  |
| <b>Values</b>   |                              |                  |
| Empathy with the mission of the organisation.                                     | Interview                    |                  |
| <b>Equal Opportunities</b>  |                              |                  |
| Full commitment to Equal Opportunities and anti-discriminatory working practices. | Interview                    |                  |
| <b>Health &amp; Safety</b>  |                              |                  |
| Positive attitude to Health & Safety.   | Interview                    |                  |