



# Cyrenians

*a new start*

## Job Description

### MAINTENANCE WORKER

**Deadline: 25/06/18**

#### 1) REPORTING TO:

Facilities Manager

#### 2) MAIN PURPOSE OF JOB:

Under the direction of the Facilities Manager/Senior Maintenance Worker provide maintenance, repair and transport services for service delivery and office staff.

You will help maintain residential accommodation, retail properties and offices in Coventry, Stratford and surrounding areas to a high standard of repair and cleanliness which will involve regular travel.

#### 3) MAIN DUTIES AND RESPONSIBILITIES

- a) To work with the Facilities Manager and Senior Maintenance Worker to provide an efficient and effective repair and maintenance service.
- b) Where appropriate carry out basic maintenance and repairs to buildings, land, equipment and fixtures and fittings owned or used by Coventry Cyrenians and their service users.
- c) To assist in the purchasing and installation of replacement equipment, supplies, fixtures and fittings and to ensure that purchasing meets with the financial procedures of the organisation and is within agreed budgets.
- d) Storage and distribution logistics
- e) To contribute effectively to overall management of the Business Support Team and Facilities

#### **4) SPECIFIC TASKS**

##### ***a) Maintenance***

To assist in the organisation of, and where appropriate carry out, repairs to buildings, equipment and fixtures and fittings in all properties owned or managed by the company.

To assist with regular inspections of the properties to identify current and future maintenance requirements.

To ensure that requests for maintenance assistance made by service staff are responded to within agreed timescales.

To maintain grounds and gardens to a high standard where required

To liaise with tradespeople and contractors to enable access in order to carry out agreed work, servicing etc.

Carry out portable appliance testing (PAT) to electrical goods at premises and donated goods.

##### ***b) Finance***

To ensure that maintenance work, repairs and renewals are, where possible, kept within agreed spending limits and that changes to requirements are reported to the Facilities Manager/Senior Maintenance Worker.

To make relevant purchases on behalf of the company ensuring that wherever possible discounts and other financial benefits are maximised.

##### ***c) Transport***

To take main responsibility for a company van, co-ordinate and maintain under direction from Facilities Manager/Senior Maintenance Worker.

Where necessary, provide transport for service staff to assist them in carrying out their duties.

#### **5) OTHER**

a) Ensure that all duties are carried out in a professional manner and in accordance with the guidelines and policies of Coventry Cyrenians

b) Take responsibility for the health and safety of yourself and others whilst at work and ensure the health and safety of colleagues and/ or visitors

c) Attend training courses, supervision sessions and meetings as required

d) Carry out such duties as may be commensurate with the post as agreed by line managers

e) Occasional evening and weekend work may be required for which time of in lieu will be taken in line with the flexi-time policy

## **6) LOCATION AND TRAVEL**

a) The post is based at our office which is situated at:

Oakwood House

Cheylesmore

Coventry

CV1 2HL

b) The job will involve some travelling in order to adequately perform the duties as detailed. Car driver and own vehicle is essential.