**JOB DESCRIPTION**

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| **Job Title:** | **Maintenance Worker - skilled** |
| **Date:** | March 2022 |
| **Department:** | Central Services |
| **Line Manager:** | Facilities & H&S Manager |
| **Grade/Pay Scale** | 21,000 – 23,500 pro rata 20 – 25 hours per week |
| **Location:** | The Haven Wolverhampton |
| **Status:** | **Fixed – 12-month contract (potential to extend further, and increase hours)** |

# Job Purpose

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| The post holder will be multi-skilled and part of the maintenance team, reporting to, and working closely with the Facilities & H&S Manager.  The postholder will support the Facilities & H&S Manager in actively managing repairs across The Haven’s property portfolio.  The person appointed will ensure that work is completed safely, and with minimal disruption to staff and service users |

# Responsibilities

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| **Maintenance**   * Adhering to Haven policies and procedures for maintenance works across Haven properties at all times. * Being part of the maintenance team, working closely with the Facilities & H&S Manager, and Health & Safety Administrator. * Minor maintenance duties will include household repairs such as lighting, day to day household repairs, plumbing, minor electrical and carpentry tasks. * Skilled Work - To have a broad variety of maintenance, trades and skills. * Capable of working on own initiative and identify necessary repairs and report to the Facilities Team swiftly. * Manage – as required, to assign and monitor repairs to ensure repairs are completed competently and sufficiently within the team. * Oversee asset registers and inventories * Ensure essential stock items are always available. |

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| **Health & Safety**   * Being part of the maintenance team, working closely with the Facilities & H&S Manager, and Health & Safety Administrator on H&S repairs. * Ensure health & safety repairs are prioritised and completed competently and sufficiently * Ensure essential stock items are always available.   **Other Duties & Responsibilities**   * Ability to work as part of a team and have good problem-solving skills to face unexpected issues as they arise and react promptly and sufficiently * Support the Facilities Team to ensure service users and staff are always in a safe environment. * Be able to follow up/track uncompleted works. * Use of own vehicle would be preferred |

# General Duties and Responsibilities

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| * To undertake such other duties, training and/or hours of work as maybe reasonably required, and which are consistent with the general level of responsibility of this job. * To have personal responsibility for maintaining personal and professional development to meet the changing demands of the job and The Haven, by undertaking appropriate training and development activities. This includes encouraging and supporting staff and managers in their training and development. * To undertake any health and safety training and related activities such as First Aid, Fire Marshall, Duty Hold, Health & Safety representative etc as required for the post and as required by The Haven Wolverhampton to ensure their Health & Safety Policy is implemented effectively. * To ensure equality of opportunity both in service provision and employment, having regard to the needs of the diverse communities we serve. * To act in accordance with the organisations standing orders, financial regulations and financial procedures. * To supervise and support volunteers and placement as required * To comply with legislation and The Haven’s policies including Confidentiality, Information Sharing, Data Protection, Computer Security, Safeguarding vulnerable adults and children, and Human Rights. * To undertake any other duties commensurate with the grading of the post subject to reasonable adjustment under the Equality Act. * To support Refuge staff in ensuring the well-being of residents and their children working directly with our client group, including working within the Refuge’s if required using the skills associated with the job.   The duties of the post may change and develop from time to time in the light of new legislation, The Haven’s Policies, organisational development and social trends. Such development will be monitored in conjunction with Senior Management. |

# Special Conditions (if applicable e.g. unsociable hours, extensive travel etc.)

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| * Able to work unsociable hours on occasions if required to undertake internal Haven activities or external continued professional development activities. |

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| **Signed (Jobholder)** |
| **Print Name** |  | **Date:** |  |

**PERSON SPECIFICATION**

The Person specification provides a list of essential and desirable criteria which a candidate should possess to be able to perform the job. Each of the criteria listed below will be measured through one or a combination of the following: A = Application form/CV; I = Interview; D = Documentation; R = References and T = Test.

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| **factors** | **essential** | **DESIRABLE** | **HOW IDENTIFIED** |
| Experience | * Proven experience of facilities maintenance, and general maintenance. * 3 Years of experience * Key trade skills | * Experience of working within the voluntary/charitable sector in a residential setting. | A  I  R |
| Knowledge & Understanding | * Knowledge of Health and Safety and good working practices. * Risk assessment procedures |  | A  I  R  T |
| Skills & Abilities | * Demonstrate a flexible approach and ability to work on own initiative and part of a team. * Ability to apply professional judgment to solve complex problems to achieve outcomes to support the organisational objectives. * I.T knowledge, in particular Microsoft Outlook |  | A  I  R |
| Qualifications & Training | * Trade qualifications and/or experience. * Relevant professional Health & Safety qualification- CSCS card | * IOSH | A  I  D |
| Other Special Requirements | * Able to work unsociable hours on occasions if required to undertake internal Haven activities or external continued professional development activities * Be committed to the aims and objectives of The Haven Wolverhampton in supporting women and any dependent children who are homeless through reasons such as domestic violence. |  | I |